

Curriculum Minutes for
Monday, November 16, 2009
North Campus: Building 47, Room 112

Members Present

Deborah Hefferin, Chair; Michelle Apps, Linda Fields, Greg Lindeblom, Debbie Martin, Scott Mayberry, Rick McCawley, Jeff Nasse, Lisa Rubin, Jan Shakespeare, Judi Tidwell, Peggy Turcotte and Julia Vattiato, and Linda Washington

Members Absent

Reynaldo Acurio, Michael Harvey, Ed Key, and Jonathon Blanco (*student-North*), Clinton Ghee (*student-Central*), and Safoy Braham (*student-South*)

Ex-Officio's Present

Russell Adkins, Willie Alexander, Peter Battaglia, Eileen Garcia, Deborah Hopkins, Hank Martel, and Monica Ramirez-de Arellano

Visitor's Present

Charline Bumgardner, Susan Edelstein, Gregory Ferenchak, Suzanne Lambert, Michele Marshall, Martin McClinton, Mary Rousseau, and Jerry Schwartz

I. Call to Order,

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

II. Approval of the November 16, 2009 Agenda

Chair Hefferin advised the Committee that a request had been made to switch the order of Old Business. Suzanne Lambert requested to present the DIG proposal first and Leo Stitsky, for John Kaufman, agreed to present the Visual and Performing Arts' two proposals second.

Motion was made and seconded to approve the change to the presenters sequence on the agenda.

III. Approval of the October 21, 2009 Minutes

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

IV. FYI Business (non-voting presentation)

Martin McClinton, *District Director Academic Affairs*, Curriculum, WHC

We have been working on the new program forms; aligning with the suggestions from the Ad Hoc Committee; now includes Associate Deans and Academic Instructional Deans on the endorsement list. The new forms will request advanced information; ie Frameworks, SACS, Gen Ed Outcomes, and so on. In addition, 'drop down' windows are on each new form to better assist and guide faculty/staff/administration with preparation of proposals. The gathering of additional information will better serve the State of Florida Department of Education inquiries and the construction and maintenance of documentation within the Curriculum Services department. Expect to be able to access the forms on the Curriculum Services webpage within the next two weeks or the end of the year.

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V. Old Business

1. **Suzanne Lambert**, Associate Professor, Office Systems Technology, South

Suzanne returned for a '**Second Read**'; remarked that the Statewide Course Numbering System (SCNS) created the new DIG prefix and the department was align their offerings to this prefix. The issue of GRA2162C *Intro to 3D Animation* being kept as a separate course has been resolved: it will change its Course ID and become DIG2302C, *Intro to 3D Animation* as requested in Ms. Lambert's *Request for Action*.

A. **New Courses:**

DIG2101C, *Web Development 2 Using Dreamweaver*
DIG2521C, *Digital Post Production With After Effects*
DIG2109C, *Digital Publishing with Indesign*
DIG2302C, *Introduction to 3D Animation*

B. **Revised Courses:**

GRA1721C *Web Programming (DIG2100C, Web Development 1)*
GRA1131C *Applied Graphics for Multimedia (DIG2115C, Digital Imaging Fundamentals Using Photoshop; contact hours to change)*
CGS2877C *Web Animation (DIG2113C, Fundamentals of Digital Media using Flash Animation; contact hours to change)*
GRA2161C *Advanced Image Editing (DIG2116C, Digital Imaging Advanced)*
OST2826C *Presentation Graphics (DIG2132C, Digital Art & Design with Illustrator; hours to change)*
PGY2850C *Digital Video/Audio Editing (DIG2205C, Digital Video/Audio Editing; contact hours to change)*
GRA2160 *Multimedia Animation (DIG2300C, Digital Animation using Director)*
GRA2162C *Introduction to 3D Animation, will change its course prefix and number to DIG2302C, Introduction to 3D Animation.*
GRA2724C *Advanced Web Animation (DIG2360C, Advanced Web Animation with Flash)*
CGS2871C *Multimedia Authoring I (DIG2500C, Multimedia Authoring; contact hours to change)*
OST2945 *Multimedia Project Management (DIG2560, Planning & Management of Digital Media Authoring)*
OST2825C *Document Design (DIG2850C, Digital Media Portfolio; contact hours to change)*
OST2940L *Multimedia Practicum (DIG2940, Internship in Digital Media; contact hours to change)*

C. **Program Revisions:**

A018, *Digital Media/Multimedia Technology Associate in Applied Science*
4278, *Multimedia Web Development Advanced Technical Certificate*
6286, *Digital Media Web Production Technical Certificate*
6287, *Digital Media/Multimedia Production Technical Certificate*

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Summary of Proposal:

To change the Prefix and number of the Digital Media/Multimedia Technology AAS degree A018, Certificates, 6286, 6287, 4278 to a digital/multimedia designation following statewide college curriculum updates.

Rationale for Proposal:

Changing the Prefix and numbers in the Program Sheets and Catalog will help students identify Digital Media courses. The statewide committee agreed on the DIG prefix and has left it up to each college to change the previous Prefix to the DIG prefix and numbers. Evaluations and assessments of the digital media curriculum are ongoing by faculty and annually by the Digital Media Advisory committee. These assessments and evaluations of the curriculum consider student retention, employability and overall student success.

Fee(s)

Fee Type: L - Amt. \$65.22 Description: DIG2109C fees for computers and software
L - Amt. \$65.22 Description: DIG2101C fees for computers and software
L - Amt. \$65.22 Description: DIG2521C fees for computers and software

Recommendations:

Motion was made, seconded, and unanimously approved the four new courses, twelve course revisions and four program revisions.

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2. **Leo Stitsky**, Associate Professor, Visual Performing Arts, Central
John Kaufman, Associate Professor, Visual Performing Arts, Central

Leo returned to represent John Kaufman. He presented two (2) '**Second Reads**'; six course revisions consisting of courses found on the 5 year course review which needed 20% or higher changes. And four program revisions and one program deletion, Studio/Fine Arts, (1124); a duplicate program of ART, (1003).

A. First: 'Second Read': Six course revisions

ART1201C, *Two Dimensional Design*;
ART1300C, *Drawing I*;
ART3101C, *Drawing II*;
ART2540C, *Watercolor*;
PGY2806C, *Digital Photography* and
GRA2191C, *Graphic Design II*.

Summary of Proposal:

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.

Rationale for Proposal:

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.

B. Second: 'Second Read': Program Revisions and Deletions

a. Program Revisions

1003 *Art*
1095 *Art History and Appreciation*
1096 *Art Teacher Education*
1060 *Art/Graphic Design*

b. Program Deletions

1124 *Studio/Fine Art*

Summary of Proposal:

Program sheets for Art (1003), *Art History* (1095) and *Art Teacher Education* (1096) are to be updated. *Studio/Fine Art* (1124) is to be deleted.

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Rationale for Proposal:

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 accepted our students as transfers.

Recommendations:

Motion was made, seconded, and unanimously approved both Visual and Performing Arts proposals.

VI. New Business

1. **Michele Marshall**, *Associate Professor*, Office System Technology, North Campus
Michele presented three course deletions for courses that are no longer in use offered.
OST 2611 C has been changed to OST2452C.

a. Course Deletions

OST1104, *Basic Keyboarding, Part 2*
OST1105, *Basic Keyboarding, Part 3*
OST2611C, *Medical Transcription*

Summary of Proposal:

OST 1104 and 1105 are not currently attached to any program or Certificate. OST 2611C has been replaced by OST 2452.

Program Rationale:

OST 1104 and 1105 are being removed for OST since they are no longer in use.
OST 2611C has been changed to OST 2452 due to the business/industry demand for the program.

Recommendations:

Michele will return for a '*Second Read*' January 25, 2010

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2. Charline Bumgerdner, *Instructor*, Health Information Management, North

The Health Care system is rapidly evolving; moving more toward the electronic environment with major changes to the coding system. These state changes will go into effect in 2013. To better serve our community/student population Broward College must move quickly to meet these changes by implementing the new and revised courses and program revision by August 2011.

New Courses:

HIM1003, *Foundation and Functions in Health Information Management*

HIM1253L, *Coding 1 Lab*

HIM2232L, *Coding 2 Lab*

HIM1453, *Survey of Human Structure*

Courses Revisions

HIM1253, *Coding: Beginning (credit and contact hour changes)*

HIM2232, *Intermediate Coding (credit and contact hour changes)*

HIM1260, *Health Insurance Billing (credit and contact hour changes)*

HIM1465, *Pathophysiology (credit and contact hour change)*

HIM2012, *Law and Ethics*

HIM1000, *Introduction to Health Information Management*

HIM2112, *Electronic Records*

Program Revision

2179 *Health Information Management Associate in Science*

Summary of Proposal

The changes proposed for the Health Information Management Program are in preparation for the healthcare industry moving from ICD-9-CM to ICD-10-CMS and ICD-10-PCS. This is a major change in the healthcare system. Effective October 2013, all healthcare billing must begin using ICD-10-CMS and ICD-10-PCS. The program will need to begin teach ICD-10 August 2011. In preparation for this major change, the program will begin the transition by enhancing our clinical foundation with a focus approach to teach human anatomy and pathophysiology, reimbursement methodology and increasing the student's hands-on coding practice. HIM 2012 Law & Ethics course title is being changed to better reflect the content of the course to Health Records Law.

The program will shift the general education from BSC 1085, BSC 1085L, BSC 1086 and BSC 1086L to optional math and biology to meet the Area 4. Database Management will be used to meet Area 5, Composition I to meet Area 1, Introduction to Ethics to meet Area 2 and General Psychology to meet Area 3 requirement.

Rationale

Transition program from ICD-9-CM to ICD-10-CMS and ICD-10-PCS Coding.

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Recommendations:

Charline will return for a '*Second Read*' on January 25, 2010. A discussion ensued regarding whether the program met speech requirements; oral competencies. An Ad Hoc committee will be formed involving speech, curriculum, and Associate of Science people to review Charline's proposal prior to January 25, 2010 Curriculum Committee meeting. The Ad Hoc Committee will report to the Curriculum Committee confirming the results of their meeting.

VII. Reports/Announcements

- A. Martin McClinton, *District Director for Academic Affairs, WHC*
The list of courses to be terminated due to being dormant for the past 5 years will be available on the Bulletin Board link; Curriculum Services web page prior to the January 25, 2010 meeting.

VIII. With no further business, the meeting adjourned at 3:49

The next Curriculum Committee meeting is scheduled as follows:

South Campus – 71/101

January 25, 2010 – 2:30p.m – 4:30p.m.

Proposal Deadline: Thursday, December 10, 2009

Respectfully submitted on:
November 23, 2009
By: *Barbara Piscitelli*