

**Curriculum Minutes for**  
Monday, September 20, 2010  
North Campus: Building 46, Room 152

**Members Present**

Deborah Hefferin, Chair, Carol Brinson, Deborah Martin, Gregory Lindeblom, Jan Shakespeare, Julia Vattiato, Leo Stitsky, Linda Fields, Linda Washington-Brown, Lisa Rubin, Matthew Mayberry, Michelle Apps, Nandan Choksi, Peggy Turcotte and Rick McCawley

**Members Absent**

Mario Toussaint

**Ex-Officio's Present**

Avis Proctor, Jim Lansing, Kevin Keating and Peter Battaglia

**Visitors Present**

**South:** Mary Rousseau, and Aline Sarria

**North:** Barbara Bryan, Karen Williams, Monica Ramirez, Donat Forrest, Michele Marshall, Jerry Schwartz, Jacqueline Donovan, John Oshodi, Jeffrey Nasse, Awilda Delgado, and Marie Dugan

**Central:** William Minervini, Edward Erazo and Scott Miller

**WHC:** Martin McClinton

**CHS:** Pam Kull

- I. Chair Hefferin called the meeting to order at 2:33 p.m.
- II. Motion was made and seconded to approve the April 19, 2010 minutes as read.
- III. Motion was made, seconded and unanimously approved the September 20, 2010 agenda.

Deborah Hefferin stated that the minutes normally are approved after the Agenda. Martin McClinton acknowledged this fact and acknowledged that the order would be followed on future Agendas.

Deborah Hefferin welcomed all and briefly emphasized the significant role of the Committee members and the importance of the functions performed at the Broward College. Ms. Hefferin requested that all in attendance provide a brief introduction by identifying themselves.

Jim Lansing stressed the need for submitting forms pertaining to joining the Committee in the required time-frame.

#### **IV. FYI Business (non-voting presentations)**

##### **1. Leo Stitsky, Associate Professor, Art, Central Campus**

###### **Issue: Mode of Delivery**

Leo Stitsky briefly summarized issues relating to courses taught on-line as well as in the classroom which must be incorporated under the umbrella of responsibilities. He informed the committee that online courses have given rise to certain issues that did not previously exist; apparently this has also been noted in other areas of concern. It may be noted that courses taught on-line and in classrooms have the same course number. Factors that were brought to light were that no policy exists, the process does not flow smoothly, 90% of the courses can be delivered online or in a blended mode, (Priority Rights) 7.7, developing an online course, when the mode of delivery is not put in place, it inadvertently affects faculty contract, urgency for making the process feasible is imperative. The question raised was, "Should the courses be presented in a blended mode and is it the Curriculum Committee or Faculty's decision regarding the mode of delivery of the courses"? Much discussion ensued and viewpoints presented. It was stated that the Faculty Senate had established an Ad Hoc committee to look into this issue and that, as of this date, that the Ad Hoc committee had not met.

##### **2. William Minervini, Associate Dean, Academic Affairs, Central Campus**

###### **Issue: Change from MCAS to MOS per Industry Certification Name Change**

###### **a. Revised Courses**

**CTS1213C** [Microsoft Specialist: Windows & Outlook for Business](#)

Course Description: updated to reflect recent changes in industry certification names

**CTS1220C** [Microsoft Specialist: Word](#)

Course Description: updated to reflect recent changes in industry certification names

**CTS1230C** [Microsoft Specialist: PowerPoint](#)

Course Description: updated to reflect recent changes in industry certification names

**CTS1225C** [Microsoft Specialist: Excel](#)

Course Description: updated to reflect recent changes in industry certification names

**CGS1431C** [Microsoft Specialist: Access](#)

Course Description: updated to reflect recent changes in industry certification names

###### **b. Revised Program Sheets (Certification Title only)**

62823 Information Technology Support Specialist Technical Certificate Microsoft Office Specialist (MOS)

#### **Presentation**

As an FYI, William Minervini informed the committee that he received notification from Certiport, Microsoft's program and testing administrator for all Microsoft Office products, that the Microsoft Certified Application Specialist (MCAS) industry certification was to be renamed Microsoft Certified Application Specialist (MOS) effective June 2, 2010. Since the Curriculum Committee had finished meeting for the 2009-10 Academic Year when he received the notification, he made a request to Curriculum Services to make the appropriate changes to course descriptions and program sheets indicating the new name for the MCAS certification to ensure students received the latest information. This FYI is to update the Committee.

## V. Old Business

### 1. None

## VI. New Business

1. **Donnie Blalack, Associate Dean, Aviation Maintenance, South Campus** **RWFR**  
**Jan Shakespeare, Interim Dean, Transportation, South Campus**  
**Request for Action: Change of Credits – Per FFA Agreement**

### a. Course Revisions

**AMT2312** [Turbine Engines & Turbine Engine Troubleshooting](#)

Change Credit: from *2 credits* to *4 credits*

**AMT2435** [Lubrication System](#)

Change Credit: from *2 credits* to *1 credits*

## Summary of Proposal

The credit hours for AMT 2312 and AMT 2345 were to be adjusted for the Fall 2008 semester to better reflect the content taught in each course.

## Rationale for Proposal

BCC and the FAA agreed to changes in the contact hours in the courses program to better reflect the content taught in each course in the 2007-08 academic year, however it has not been implemented in CID.

## Presentation

Jan Shakespeare presented a request to make changes to two courses in the Aviation department. She stated that in the 2007-08 academic year the Federal Aviation Authority (FAA) and BC agreed to changes in Aviation course but that AMT2312 and AMT2435 were not updated. The course should have had their credit hours adjusted effective for Fall 2008.

Deborah Hefferin stated that the Committee typically only approves Waives of First Read for (1) mandated changes or (2) in extenuated circumstances and that this Request appears to meet at least one of these circumstances.

## Recommendations

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

Motion was made, seconded and unanimously approved to recommend the Request to modify the credits for AMT 2312 and AMT 2345.

2. **Greg Lindeblom, Assistant Professor, Business Administration, South Campus**  
**Request for Action: Change of Course Description and Revision**

a. **Revised Course & Description**

ECO2220 [Money and Banking](#)

Course Description: updated

Course Outline: substantial changes to student learning outcomes

**Summary of Proposal**

As part of the five-year review process, the college-wide Economics faculty has reviewed and made major modifications to the course description for ECO2220, Money and Banking.

**Rationale for Proposal**

These changes reflect the specifications of course curriculum that need to be included. Most of the changes reflect a more logical organization of the course content. Faculty comprising of all three campuses were involved in rewriting the course description. This new course description has the support of all major campuses.

**Presentation**

Greg Lindeblom informed the committee that the faculty college-wide had approved a new description and outline for ECO2220. The pre-requisites for the Money and Banking course remain the same. It is offered through all modes of delivery (traditional, blended, and fully online).

**Recommendation**

Greg will return for a *Second Read* in October.

3. **Michele Marshall, Assistant Professor, Office Systems Technology, North Campus**  
**Request for Action: OST Changes**

a. **Program Revisions**

A024 [Office Administration- Office Software Specialization AAS Degree](#)

Replacing MNA2345 with CGS1557C

6281 [Office Administration- Medical Office Management Technical Certificate](#)

Replacing OST1100C with OST1257C

**Summary of Proposal**

A 024 MNA 2345 Principles of Supervision is replaced with CGS1557 Internet Site Design.

6281 Replacing OST 1110C Keyboarding II with OST1257C Medical Terminology for the Administrative Assistant

**Rationale for Proposal**

A024 MNA is already a Program Core Prerequisite in A024 and cannot be used in the Office Software Specialization. As agreed upon between the campuses affected and with advisory board approval, the replacement course will be CGS1557C Internet Site Design.

6281 As an oversight, OST 1257C was not added to the certificate. OST 1257C needs to be in the certificate program; it is a prerequisite to all Medical Office courses.

## **Presentation**

Michele Marshall informed the Committee that changes were needed to two Office Administration programs. (1) In the Office Administration – Office Software Specialization program, the course MNA2345 appears both in the Core Courses as well as the Software Specialization. CGS1557C Internet Site Design will be used to replace MNA2345 in the **Specialization**. (2) In the Office Administration- Medical Office Management Technical Certificate program, the course OST1257C is not currently included but it is a prerequisite for other courses within the program. OST1257C will replace OST 1110C.

## **Recommendation**

Michele will return for a *Second Read* in October.

### **4. Julia Vattiato, Director, Educator Preparation Institute, South Campus Request for Action: Teacher Education Program Changes**

#### **a. Course Revisions**

<b>EDF3280</b>	<b><u>Instructional Strategies</u></b> Prerequisite: from <i>EDP4004</i> , to <i>none</i>
<b>EDF4430</b>	<b><u>Educational Assessment</u></b> Prerequisite: from <i>none</i> , to <i>EDF3280</i>
<b>EDG4410</b>	<b><u>Classroom Management and Communications</u></b> Prerequisite: from <i>none</i> , to <i>EDF3280</i> Co-requisite: from <i>none</i> , to <i>RED3352</i> Other Hours: from <i>none</i> , to <i>10</i> Special Fee Add Professional Liability Fee
<b>EEX3601</b>	<b><u>Positive Behavior Support</u></b> Prerequisite: from <i>EDG4410</i> & <i>EEX3011</i> , to <i>EEX3011</i> only
<b>EEX4293</b>	<b><u>Assessment and Strategies in ESE</u></b> Other Contact Hours: from <i>10</i> , to <i>0</i> Special Fee Remove Professional Liability Fee
<b>EEX4843</b>	<b><u>ESE Practicum</u></b> Prerequisite: from <i>none</i> , to <i>EEX3011</i> , <i>3280</i> , <i>3601</i> , <i>4293</i> , <i>3103</i> & <i>MAE4310</i> Co-requisite: from <i>none</i> , to <i>RED4519</i> and <i>TSL4081</i> Other Hours: from <i>50</i> , to <i>20</i>
<b>EEX4945</b>	<b><u>Student Teaching – ESE</u></b> Credit Hours: from <i>10</i> , to <i>9</i> Lecture Hours: from <i>0</i> , to <i>12</i> Other Hours: from <i>432</i> , to <i>525</i>
<b>MAE3143</b>	<b><u>Interactive Middle School and Secondary School Projects</u></b> Prerequisite: from <i>MAE4330</i> , to <i>MAE4330</i> OR <i>MAE4320</i> Lecture Hours: from <i>32</i> , to <i>48</i> Other Hours: from <i>20</i> , to <i>25</i>
<b>MAE3941</b>	<b><u>Math Practicum</u></b> Prerequisite: from <i>MAE4330</i> , to <i>MAE4330</i> OR <i>MAE4320</i> Lecture Hours: from <i>0</i> , to <i>48</i> Other Hours: from <i>40</i> , to <i>25</i> Special Fee Add Professional Liability Fee

<b>MAE4310</b>	<b><u>Methods of Teaching Math in Elementary School</u></b> Prerequisite: from <i>none</i> , to <i>EDF3280</i>
<b>MAE4320</b>	<b><u>Methods of Teaching Mathematics in the Middle School</u></b> Prerequisite: from <i>none</i> , to <i>EDF3280</i> Lecture Hours: from 32, to 48
<b>MAE4330</b>	<b><u>Methods of Teaching Mathematics in the Secondary School</u></b> Prerequisite: from <i>none</i> , to <i>EDF3280</i> Lecture Hours: from 32, to 48
<b>MAE4945</b>	<b><u>Student Teaching - Math</u></b> Credit Hours: from 12, to 11 Other Hours: from 420, to 525
<b>RED3342</b>	<b><u>Foundations of Reading</u></b> Co-requisite: from <i>EDF1005, EDF2085, EME2040</i> , to <i>EDF1005, EDF2085, EME2040, and TSL3080</i> Other hours: from 0 to 10
<b>RED3352</b>	<b><u>Reading in the Content Area</u></b> Prerequisite: from <i>RED3342</i> , to <i>RED3342 and EDF3280</i> Co-requisite: from <i>none</i> , to <i>EDG4410</i> Other hours: from 0 to 10
<b>RED4519</b>	<b><u>Literacy Assessment and Differentiated Instruction in Reading Education</u></b> Prerequisite: from <i>RED3342 &amp; RED3352</i> , to <i>RED3342, RED3352 and EDF3280</i> Co-requisite: from <i>none</i> , to <i>TSL4081 and EEX4843</i> Other hours: from 0 to 15
<b>SCE3320</b>	<b><u>Integrative Teaching Methods in Middle Grades Science</u></b> Prerequisite: from <i>none</i> to <i>EDF3280</i>
<b>SCE3941</b>	<b><u>Teaching Middle and Secondary School Sciences Practicum</u></b> Prerequisite: from <i>none</i> to <i>SCE4330 or SCE3320</i> Lecture Hours: 0, to 48 Other hours: from 40 to 50
<b>SCE4945</b>	<b><u>Student Teaching - Science</u></b> Credits: from 13 to 12 Other hours: from 420 to 525
<b>TSL3080</b>	<b><u>ESOL Issues and Strategies I</u></b> Co-requisite: from <i>EDF1005, EDF2085, EME2040</i> , to <i>EDF1005, EDF2085, EME2040, and RED3342</i> Other hours: from 15 to 10
<b>TSL4081</b>	<b><u>ESOL Issues and Strategies II</u></b> Co-requisite: from <i>none</i> , to <i>RED4519 and EEX4843</i>

### Summary of Proposal

Over the course of the year, the Teacher Education Program has conducted a comprehensive review of its curriculum sequencing and requirements. It may be noted that change to any of the content covered in the courses is not required however modifications to the program sequencing (pre-requisites, co-requisites) and field experience requirements are made. It may also be noted that some course outlines did not indicate the correct number of course hours (lecture and other).

### Rationale for Proposal

In addition to Broward College's Curriculum Committee, the Teacher Education Program (TEP) has an external authority (the Florida Department of Education's Bureau of Educator Recruitment, Development and Retention) that reviews and approves curriculum and determines program approval. Without the FLDOE program approval, the TEP cannot graduate teacher candidates. The review process is extensive and has very specific and comprehensive standards that must be met in order to be granted program approval. Beginning September 2009 through May 2010, the TEP faculty and administration worked to meet these standards. This summer the TEP was successfully granted program approval for

all 5 programs (Exceptional Student Education, Middle Grades Mathematics, Secondary Mathematics, Middle Grades General Science, and Secondary Biology).

This proposal is a result of the curriculum changes made during the FLDOE folio writing and submission process.

### **Presentation**

Julia Vattiato gave a brief summary of the mechanism that resulted in this Request for Action to make changes to the Teacher Education Program's courses. These changes include adjustments to the hours that the students spend in school classrooms, the lecture hours and the pre-requisites. A question was asked regarding the involvement of the Associate Deans in the decision process. Julia responded that since the courses were upper division, the Associate Deans were not involved.

### **Recommendation**

Julia will return for a *Second Read* in October.

## **5. Mary Rousseau, Associate Dean, Office Systems Technology, South Campus**

### **Request for Action: New Program in International Trade & Logistics**

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

**TRA2131**

#### **Purchasing for Logistics Managers**

This course presents current and thorough coverage in the critical area of purchasing for logistics managers. Students gain insight and knowledge into the strategies, processes, and practices of purchasing, including demands placed on purchasing managers, the ethical, contractual and legal issues faced by purchasing professionals, and the impact of purchasing and supply chain management on the competitive success and profitability of the organization.

Prerequisite: TRA1010

Corequisites: none

Lec. Hrs: 48 Lab Hrs:0 Oth. Hrs: 0 Fee: \$0

#### **b. Course Revision**

**TRA1010**

#### **Transportation and Logistics**

Course Title (full): from *Transportation and Logistics*, to *Introduction to Transportation & Logistics*

#### **c. New Program**

**XXXX**

#### **International Trade and Logistics**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution, and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution, and Logistics career cluster.

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### **Rationale for Proposal**

Logistics is the universal thread that plans and coordinates the delivery of products and services to customers all over the world. The goal of logistics is to satisfy the needs of the customer. Demand is high and growing for all jobs in the Logistics and Supply Chain industry. Broward County has targeted this industry as part of their development plan for the county through 2016.

### **Additional Information**

In addition to the request for a new program, a new course for the program is also requested, TRA 2131 Purchasing for Logistics Managers. This course will finalize the TRA courses for this program. A name change request is also being placed for TRA 1010 from Transportation and Logistics, to Introduction to Transportation Logistics.

### **Presentation**

Mary Rousseau presented the new course, the revised course and the new AS degree program to the Committee. She emphasized that the new program falls under 'Transportation' and not under 'Business', though because the degree contains a significant number of business courses, business faculty on South campus were consulted. She stated that changes were required to the AS Degree program prior to the Second Read since the Foreign Language courses were all 4 credits, while the Program Sheet being presented only shows 3 credits for the Foreign Language course. It was requested that any changes be highlighted for the committee. Dr. Bryant asked if the degree could be offered on other campuses.

### **Recommendation**

Mary will return for a *Second Read* in October.

## **VII. Reports / Announcements**

- 1. Deborah Hefferin, Assistant Professor, Communication/Fine Arts, North Campus  
Avis Proctor, AVP Academic Affairs, WHC  
Dr. Martin McClinton, District Director for Curriculum Committee, WHC  
**Curriculum Services Updates****

### **Presentation**

Ms. Proctor spoke on the efforts that are underway to locate tools to simplify the Curriculum process. Ms. Proctor provided the history behind this effort that is in progress with the Curriculum Committee's Ad Hoc committee that met in the Summer of 2009 and the endeavor to ensure an awareness & transparency since then. She briefly described the tool that had been selected and a short video presentation was made.

**CurricUNET** offers the following features: (extracted from)

[http://www.curricunet.com/cnet\\_home/market\\_letter.cfm](http://www.curricunet.com/cnet_home/market_letter.cfm)

- It uses Web forms for all input required for course and program proposals.

- All input fields are entered into a relational database, thus facilitating searches, flexible report production, and interfaces to related systems (such as catalog production and schedule build).
- All necessary notifications are automated, and all steps in the process are tracked with an automated workflow module. As a result, a real-time view of the workflow for each proposal can be displayed at any time showing the exact current location of the proposal in question.
- Historical tracking of all Courses and Programs.
- In addition, all articulation agreements are maintained in an articulation database by institution.

Deborah Hefferin provided her insights into CurricUNET having attended a demonstration of the product in the early part of Summer.

Ms. Hefferin also announced that Deborah Martin will be acting as Vice Chair for the academic year 2010-2011, and will be officiating during Ms. Hefferin's absence.

Martin McClinton completed the presentation by discussing the requirement made by the Federal and State Governments, SACS and the College on courses and programs that the College's curriculum has to adhere to. Dr. McClinton responded to questions asked regarding the differences between the AA, AS and AAS general education requirements.

#### **VIII. Adjournment**

There being no further business, the meeting was adjourned at 4:00 p.m.

The next Curriculum meeting will be held on  
October 18, 2010  
Central Campus, Building 17, Room 425  
Please confirm your attendance with  
Deborah Hefferin, [dhefferi@broward.edu](mailto:dhefferi@broward.edu)

Respectfully submitted on September 27<sup>th</sup> by Lera Potter and Martin McClinton.