

**Curriculum Minutes for**  
**Monday, February 16, 2009**  
Central Campus: Building 1, Room 117

**Members Present**

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

**Members Absent**

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

**Ex-Officio's Present**

Willie Alexander , Deborah Hopkins and Judith Scherer

**Visitor's Present**

Alan Applebaum, E. Deronn Bowen, Denise St. Patrick Bell, Dorothy Fahmer-Steuertt, Michael Fenick, Mitzi Fulwood, Mariah Johnson, Michelle Marshall, Angie Matthews, Ann Musgrove, Avis Proctor, Jerry Schwartz and Joyce Portillo-Walsh

**I. Call to Order,**

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

**II. Approval of the February 16, 2009 Agenda**

Several corrections to be reflected on the February agenda:

- 1) change MAE4320 to *MAE4330, Methods of Teaching Math in the Middle School*;
- 2) change title of FSS2204C, *Quantity Food Production II* to  
*Quantity of Food Production II*;
- 3) change OST21110, *Keyboarding & Document Processing I* to  
*OST1110, Keyboarding & Document Processing II*;
- 4) switch Cohen pdf proposal with the correct version;
- 5) change MAT1033, *Customer Service Rep* to  
*Intermediate Algebra*.

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

**III. Approval of the January 26, 2009 Minutes**

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

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

Chair Hefferin introduced Linda Fields, new committee member who will be replacing Carolyn Barr.

Chair Hefferin will move Joyce Portillo-Walsh to the end of Old Business.

**V. Old Business**

**Presenter #1: Elaine Cohen, Associate Dean, Institute of Public Safety, Central**

**Program Revisions:** *Criminal Justice Technology*, (A.S., 21101)

*Criminal Justice Technology – Crime Scene*, (A.S., 21102)

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**Discussion re: program revision:**

Elaine returned for a *Second Read* for the Criminal Justice proposal explaining that adding Co-Op/Internship course, CJT2115, *Advanced Forensic Investigation* to: A.S. 21101, *Criminal Justice*

*Technology* as an elective and A.S. 21102, *Criminal Justice – Crime Scene Emphasis* as a requirement will benefit the students by offering a ‘real world’ experience making the student more employment ready.

**Articulation Summary of Proposal:** For A.S. degree Criminal Justice (major code 21101) we are adding a Criminal Justice co-op (internship) course as an elective available to students. For the A.S. degree Criminal Justice – Crime Scene Emphasis (major code 21102) we are requiring the course CJT 2115 *Advanced Forensic Investigation*. Currently that course is an elective. We have also made some slight “housekeeping” changes/corrections to the program sheets which do not impact the substance of the program.

**Articulation Rationale for Proposal:** We felt that the co-op / internship option would be extremely beneficial to students in giving them real world experience in the field. B. In light of the technological advances and complexities in the field of crime scene we now feel that CJT 2115 is a necessary course to adequately prepare our crime scene students to work in the field and qualify for jobs.

**Recommendations:**

Motion was made, seconded and unanimously approved the program revisions.

**Presenter #2: Mariah Johnson, Faculty, Visual/Performing Art, Central**

**New Course:** *Acting for Film and Television*, (TPP2260C)

**Discussion re: new course:**

Mariah returned for a ‘Second Read’ on TPP2260C, *Acting for Film and Television*. The course is proposed as an A.A. elective. This course will give students the opportunity to expand their employment success.

**Articulation Summary of Proposal:**

Creation of an *Acting for Film and Television Class* that will introduce students to the history of film acting as well as instruct them in the various approaches utilized for on camera acting projects. The theatre department seeks to create more technically oriented classes to assist in the creation of an A.S. Degree in Theatre at Broward College

**Articulation Rationale for Proposal:**

Miami Dade College, Florida Atlantic University and Florida International University all offer *Acting on Camera* classes. The course is listed on the Florida Department of Education Statewide Course Website and is a component of most theatre programs throughout the state. Our students need to learn on camera acting techniques to secure employment in this growing area. Without these skills they cannot compete with their peers who pursue their theatre education at other Florida colleges. Also, in order to develop an A.S. Degree in Theatre, the department must include additional technically oriented classes. *Film Acting* falls into this area,

as students must learn a number of technical skills and be familiar with various types of filming equipment in order to perform on camera.

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**Recommendations:**

Motion was made, seconded and unanimously approved the new course.

**Presenter #3: Joyce Portillo-Walsh, *Interim Director, Outcomes and Assessments***

Joyce addressed the Committee and guests on the status of Outcomes and Assessments. She explained that this is a critical and a vital part of Broward College's accreditation and that a systematic process is currently being created by the Faculty Senate. The process will measure Outcomes and Assessments in all areas of the Gen Ed competencies on the course level and college level to better serve students.

**VI. New Business**

**Presenter #1: Denise St. Patrick Bell, *Director, Title V Co-Op Grant, South***

Denise will return for a '**Second Read**' for the Baccalaureate Degree: Teacher Ed: Mathematics Middle and Secondary grades.

**Baccalaureate Degree: Teacher Ed.-Middle Grades (5-9) Mathematics**

**A. Seven new courses:**

- 1) MHF4404, History of Mathematics
- 2) MTG,3212, Geometry
- 3) MAS4300, Abstract Algebra with Introductory Number Theory
- 4) MAS4320, Methods of Teaching Math in the Middle School
- 5) MAE3941, Interactive Middle School Mathematics Projects
- 6) MAE3148, Teaching Middle School and Secondary School Math Practicum
- 7) MAE4945, Student Teaching

**B. New program:**

Teacher Education Degree: Middle Grades Mathematics Education, (B.S., xxxx), S500

**Baccalaureate Degree: Teacher Ed.-Secondary Grades (6-12) Mathematics**

**A. Seven new courses:**

- 1) MHF4404, History of Mathematics
- 2) MTG,3212, Geometry
- 3) MAS4300, Abstract Algebra with Introductory Number Theory
- 4) MAS4330, Methods of Teaching Math in the Middle School
- 5) MAE3941, Interactive Middle School Mathematics Projects
- 6) MAE3148, Teaching Middle School and Secondary School Math Practicum
- 7) MAE4945, Student Teaching

**B. New program:**

Teacher Education Degree: Secondary Grades Mathematics Education, (B.S., xxxx), S400

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**C. Discussion:**

Denise introduced the faculty who assisted in the creation of the Baccalaureate Math program. It was explained that the courses were reviewed by using the Florida School Competencies, The National Council Teachers Mathematics Standards and the Educators Accomplishment Practices. A Blackboard Seminar will be available for students to share their student teaching experiences with other students in the program and students will create a component resume prior to graduation from the Baccalaureate program.

Denise clarified that students are taking core courses in the ESE Baccalaureate program.

**D. Recommendations:**

Dr. Scherer, VPAA, requested that Due Diligence Memos for each program be forwarded to the Curriculum Services department. Also both of the Program of Studies forms need to be revised and written using the Daytona Community College format as a guideline. Approvals from the administration were not received and should be sent to the Curriculum Services office prior to the March 16, 2009 meeting.

**Presenter #2: Angie Matthews, Faculty, Math, Central**

Angie will return for a '*Second Read*' for

**A. Course Revision**

MAC2313, Calculus 3

**B. Discussion:**

The committee reviewed the course and found that by changing the credit hours from 4 credits to 5 credits would allow the instructor extra contact time with students which would enable the students to cover the class material.

**Presenter #3: Michael Fenick, Faculty, Business Administration, Central**

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

**Culinary Arts Management, A.S. Degree**

**A. New Courses:**

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

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

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**C. Discussion:**

Michael stated that this program will offer graduate students from technical centers; Culinary Arts programs, the opportunity to pursue an Associate's degree at Broward College.

**Presenter #4: Michelle Marshall, Faculty, Office Systems Technology, North**  
Michelle will return for a '*Second Read*' on:

**A. Inactivate Courses:**

OFT0010, Office Skills Training I  
OFT0011, Office Skills Training II  
OST1113, Intermediate Keyboarding  
OST1114, Intermediate Keyboarding - 5  
OST1115, Intermediate Keyboarding - 6  
OTA0001, Office Support I  
OTA0002, Office Support II  
OTA0312, Office Communications I  
OTA0313, Office Communications II  
OTA0323, Office Communications III  
OTA0612, Medical Secretarial I  
OTA0613, Medical Secretarial II  
OTA0614, Medical Secretarial III  
OTA0940, Office Supervision I  
OTA0948, Office Supervision II  
OTA0949, Office Supervision III  
OTA0475, Legal Aspects of Business  
OTA0476, Legal Office I  
OTA0477, Legal Office II  
OTA0478, Legal Office III  
OCA0450, Spreadsheet and Database Application  
OCA0451, Spreadsheet and Database Applications II  
MKA0043C, Customer Assistance I  
MKA0047C, Customer Service Rep

**B. Program Revisions:**

Medical Administrative Spec., (VC, 5280)  
Legal Administrative Spec., (VC, 5297)  
Customer Assistance Tech., (VTC, 5298)  
Administrative Assistant, (VC, 5297)

**C. Course Revisions:**

OST2431, Legal Office Techniques I  
OST2432, Legal Office Techniques II  
OST21110, Keyboarding & Document Processing I

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**E. Discussion:**

Michelle stated that 24 courses and 4 PSAV programs are being Inactivated due to low student enrollment and lack of industry demand. 3 OST courses are being revised to reflect these changes in Office Systems Technology.

**Presenter #5: E. Deronn Bowen, Faculty, Math, Central**

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

**A. Course Revision**

MAT1033, Intermediate Algebra

**B. Discussion:**

Revisions to MAT1033 math course outline will allow students to transition among courses.

**VII. Reports/Announcements**

1. None

**VIII.** With no further business, the meeting adjourned at 4:18 p.m.

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

North Campus  
Building 47/ Room 112  
March 16, 2009