April 16, 2012

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President

SUBJECT: Academic Program and Course Changes for 2012-2013

Item Description

This item presents the proposed changes in curriculum for the next academic year.

Overview and Background

As part of the annual program review, each division revises course offerings and adds or deletes programs to assure currency and relevancy. The Academic Planning Committee Curriculum members review and make recommendations for Board approval. Recommendations align with state policy, SACS accreditation standards, and the College mission. The Committee presents the Board with the attached recommendations. The Board has the responsibility for approval and discontinuance of courses and programs in accordance with Florida state law.

Past Actions by the Board

The Board approves curriculum changes annually.

Funding/Financial Implications

A new position will be requested in the 2012-13 fiscal year to coordinate the Welding Technologies Program, if approved. Salary range will be $41,000-$47,000. All other curriculum changes require no new funding.

Staff Resource

Barbara Sloan

Recommended Action

That the Board approve the recommendation for academic course and program changes for the 2012-2013 academic year as attached.

NEW PROGRAMS

Welding Technologies Postsecondary Adult Vocational Certificate (1,170 clock hours)
- According to the 2011-2012 Targeted Occupation List for Gadsden, Leon, and Wakulla Counties, welders will have a total positive growth of 3.08%. Several employers have provided letters of support. The welding occupation is also on the Florida Statewide 2012-2013 Demand Occupation List.

Engineering Technology Support Specialist Certificate (18 credit hours)
- According to the 2011-2012 Targeted Occupation List for Gadsden, Leon, and Wakulla Counties, Engineering Technologists will have positive growth. Occupations such as Industrial Machinery Mechanics have a 2.65% positive growth and First-Line Supervisor of Mechanics have a 1.56% positive growth.

Fire Sprinkler Design Technology Certificate (18 credit hours)
- According to Occupational outlook Handbook for 2011-2012, there is a 9% positive growth nationwide. Fire Sprinkler Designers also work as Fire Inspectors and Fire Investigators.

Medical Coding and Billing Specialist Certificate (34 credit hours)
- According to the Florida Department of Economic Opportunity, the state of Florida is projected to have an annual job growth increase of 2%. State law mandates the use of electronic medical records so there is an increasing demand for certified coding specialists.

Health Information Technology Associate in Science Degree (70 credit hours)
- According to the Florida Department of Economic Opportunity, Health Information Technologists is projected to have a 2.13% positive growth in the state of Florida. Health Information Technologists is on the 2012-2013 Target Occupation List for Gadsden, Leon, and Wakulla Counties.

PROGRAM DELETIONS
The following program has not been offered for five years. There is no local demand.

Polysomnography Certificate

PROGRAM CHANGES

<u>AS Degree in Emergency Medical Services Technology</u> proposed changes to broaden general education options and to adequately prepare students for the National Registry Exam. Total credit hours for program completion have not changed and are in compliance with Florida Department of Education curriculum requirements.

Add these courses: Any General Education Humanities
Any Second Level General Education English
Any General Education Social Science
Any General Education Science
EMS2603 Paramedic 1 Lecture
EMS2603L Paramedic 1 Lab
EMS2666L Paramedic 1 Clinical
EMS2604 Paramedic 2 Lecture
EMS2604L Paramedic 2 Lab
EMS2667L Paramedic 2 Clinical
EMS2605 Paramedic 3 Lecture
EMS2605L Paramedic 3 Lab

Delete these courses: DEP 2004 Human Development
MCB 2004 Microbiology
MCB 2004L Microbiology Lab
Any College-level Computer Course
EMS2522C Pharmacology
EMS2611 Paramedic Preparatory
EMS2613 Paramedic Patient Assessment
EMS2637 Paramedic Medical Emergencies
EMS2662L Paramedic Clinical/Lab I
EMS2638 Paramedic Medical Emergencies II
EMS2639 Paramedic Trauma Emergencies
EMS2663L Paramedic Clinical/Lab II
EMS2930 Paramedic Seminar
EMS2617C Paramedic Assessment Based Management
EMS2618 EMS Special Operations
EMS2341L EMS Extrication

<u>AS Degree in Dental Hygiene</u> proposed changes to modify general education offerings. Total credit hours for program completion have not changed.

Add these courses: Any General Education Humanities
Delete this course: Any College Level Speech Course

<u>Degree in Radiologic Technology</u> proposed changes to modify general education offerings. Total credit hours for program completion have not changed.

    Add this course: DEP 2004 Human Development
    Delete this course: Any College Level Computer Course

<u>AS Degree in Business Administration</u> proposed changes to align with the Florida Department of Education career ladder AS to BS curriculum. Based on information from the advisory board, the increase in options will make the degree more viable for graduates seeking entry level positions in business. Total credit hours for program completion have not changed.

    Add these courses: MAR 1350 Marketing the Individual
                             SBM 2000 Small Business Management
                             ECO2220 Money and Banking
                             CGS2069 Starting a Business on the Internet
                             TAX2000 Income Tax Accounting
                             MNA 2300 Human Resources Management
                             LIS 2004 Introduction to Internet Research
                             SPC 2608 Public Speaking
    Delete these courses: SPC 1062 Business and professional Speaking
                             IDS 2182 Applied Ethics Seminar
                             POS 1601 Foundations of the US Constitution

<u>Certificate in Computer Programming</u> proposed changes to allow greater variety to students in courses that align with industry needs. Total credit hours for program completion have not changed.

    Add these courses: COP2221 Intermediate C++
                               COP2822 JavaScript Programming
    Delete this course: CTS2441 Database Programming

<u>AS Degree in Early Childhood</u> proposed changes to modify general education offerings. Total credit hours for program completion have not changed.

    Add these courses: Any General Education Humanities
                               Any General Education Social Science course
                             Elective
    Delete these courses: HSC 1100 Concepts of Positive Living
                             PSY 2012 General Psychology
                             SYG 1000 Principles of Sociology

<u>AS Degree in Recreation Technology</u> proposed changes to modify general education offerings and update the curriculum options based on information provided by the Advisory Board as well as a name change to Recreation Management. Total credit hours for program completion have not changed.

Add these courses:	Any General Education Humanities
	LEI2312 Introduction to Event Planning
	BSC1050 Environmental Systems
	CGS1030 Computer Basics
	SPM2000 Introduction to Sports Management
	HSC2400 First Aid
	GEB1011 Introduction to Business
Delete these courses:	HSC1100 Concepts of Positive Living
	Any General Education Science
	SPC1017 Fundamentals of Interpersonal Communications
	CGS1060 Computer Literacy

<u>Certificate in Health Information Specialist</u> proposed changes to modify the curriculum so that the certificate program forms a direct pathway to the new AS Degree in Health Information Technology. Total credit hours for program completion have not changed.

Add these courses:	CGS1540 Database Concepts
	HIM1930 Professional Development I
Delete these courses:	HIM 1102 Introduction to Health Informatics
	HIM 1433 Pathophysiology

<u>AS Degree in Paralegal and Legal Studies</u> proposed changes to update the program options and general education options based on information provided by the Advisory Board. Total credit hours for program completion have not changed.

Add these courses:	Any General Education Course
Delete these courses:	CJE 2600 Criminal Investigation
	CJL 1500 The Court System
	CJL 2130 Criminal Investigation and Procedure
	CGS 2600 Computer Applications for Business

<u>AS Degree in Helpdesk/Technical Support</u> proposed changes to modify general education offerings and based on information provided by the Advisory Board. Changes also include adding two new courses to provide for Microsoft Office Specialist certification. Total credit hours for program completion have not changed.

Add these courses:
- Any Second Level General Education English
- Any General Education Humanities Course
- Any General Education Math Course
- CTS 2431C Microsoft Access
- CTS 2225C Microsoft Excel

Delete these courses:
- SPC XXXX
- Any General Education Course
- MGF 1106 Mathematics I for Liberal Arts
- MGF 1107 Mathematics II for Liberal Arts
- STA 2023 Introductory Statistics
- MAC 1105 College Algebra
- CGS 2103 Advanced Microcomputer Applications
- MNA 2100 Human Relations

<u>AS Degree in Drafting and Design Technology</u> proposed changes to modify general education offerings and elective changes based on information provided by the Advisory Board. Total credit hours for program completion have not changed.

Add these courses:
- Any Second General Education English
- Any General Education Humanities
- ETD 2390 Revit
- BCT 1001 Applied Math Concepts for Design and Construction
- SBM 2000 Small Business Management
- BCT 2705 Construction Management
- BCT 2770 Construction Estimating and Concepts
- BCN 2704 Construction Contracts, Codes and Law
- SUR 2534 Advanced GPS
- ETD 2563C Fire Protection Design

Delete these courses:
- MAC 2114 Trigonometry
- SPC 1017 Interpersonal Communications
- Elective Any Physical Science
- CGS 1520 Multimedia Programming
- ETD 2375C 3D Modeling, Rendering & Animation
- ETG 2520 Statics
- ETG 2530 Strength of Materials
- EGS 2941 Engineering Internship
- ETC 1500 Highways and Transportation
- SUR 2400 Legal Principles of Land Surveying

Certificate in CNC Machinist proposed changes to reduce the program length from 17 to 12 credit hours to comply with Florida Department of Education curriculum requirements.

Delete these courses: ETC 1320 Introduction to CAD
OST 2852 Excel

Certificate in Composite Fabrication and Testing proposed changes to reduce the program length from 16 to 12 credit hours to comply with Florida Department of Education curriculum requirements.

Delete these courses: ETI 1622 Concepts of Lean Manufacturing and Six Sigma
OST 2852 Excel

Certificate in Electronics Aide proposed changes to reduce the program length from 16 to 12 credit hours due to Florida Department of Education curriculum requirements.

Course changes include changing EET 1015C DC Circuits; EET 1025C AC Circuits; EET 2140C Solid State Electronics; and CET 1114C Digital Fundamentals; from 4 to 3 credit hours.

Certificate in Lean Six Sigma Green Belt proposed changes to reduce the program length from 16 to 12 credit hours to comply with Florida Department of Education curriculum requirements.

Delete these courses: MAN 2582 Introduction to Project Management
OST 2852 Excel

Certificate in Pneumatics, Hydraulics and Motors for Manufacturing proposed changes to reduce the program length from 16 to 12 credit hours to comply with Florida Department of Education curriculum requirements.

Delete this course: EGS 1111C Engineering Graphics

Global Gateway Program proposed changes to add courses to the elective area so that students have a greater variety of educational options.

Add these courses: SYG 2012 Global Issues
LIT 2323 Multicultural Mythology

NEW COURSES

The proposed new courses are in support of the development of the new programs. The new courses also support proposed changes based upon information provided by advisory boards and faculty review of curriculum.

SLS 2261   Dynamics of Student Leadership Development (3)
TPP 2250 Introduction to Musical Theater (3)
BSC 1005L Introduction to Biological Sciences Laboratory (1)
ETI 1110 Quality Assurance (3)
ETM 1010C Mechanical Measurement and Instrumentation (3)
ETD 2563C Fire Protection Design (3)
ETD 2390 Advanced 3D Auto Cad/Revit (3)
BCT 1001 Applied Math Concepts for Design and Construction (3)
LEI 2312 Introduction to Event Planning (3)
HIM 2304 Principles of Organization and Project Management (3)
HIM 1930 Professional Development I
CTS 2432C Microsoft Access (3)
CTS 2225C Microsoft Excel (3)
PMT 0011 Welder Helper (250 hours)
PMT 0012 Welder, Shielded Metal Arc (250 hours)
PMT 0013 Welder, Gas-Metal Arc (125 hours)
PMT 0014 Welder, Flux Cored Arc (100 hours)
PMT 0015 Welder, Gas-Tungsten Arc (175 hours)
PMT 0016 Welder, Pipe (270 hours)
HIM2222C ICD Coding System (3)
HIM2253C CPT Coding System (3)
HIM2283C Advanced Coding (2)
HIM2442 Pharmacology for Health Professions (2)
HIM2272 Reimbursement Methodology (3)
HIM2935 MCB Practicum & Exam Review (1)
HIM2214 Health Statistics (3)
HIM2501 Healthcare Data and Quality Management (3)
HIM1930 Professional Development I (1)
HIM2943 HIM Practicum (3)
HIM2933 Professional Development II (1)
HIM2920 HIT Seminar (1)

COURSE DELETIONS

Based on the proposed changes above and on reviewing the catalog for classes no longer being taught, the following courses are recommended for deletion.

JOU 2940L Newspaper Practicum
MUT 1111 Music Theory I
MUT 1122 Music Theory II
ART 2750C Introduction to Ceramics I
ART 2752C Introduction to Ceramics II
ENC 2942 Intern Program in Publishing
LIT 2080 Individual Reading in Modern Literature
LIT 2380 Introduction to Women Writers
RTV 2102 Writing for the Electronic Media
PSG 1000 Polysomnography I
PSG 100L Polysomnography I Lab
PSG 1800 Polysomnography Tech Clin I
PSG 1001 Polysomnography Tech II
PSG 1001L Polysomnography Tech II Lab
PSG 1801 Polysomnography Tech Clin II
BSC1404C Introduction to Biotechnology Materials
CHM1031 Physiological Chemistry for Allied Health
CHM1031L Physiological Chemistry for Allied Health Lab
ISC1930 Special Topics in Interdisciplinary Science
ISC2930 Special Topics in Earth Science
MGF1118 Mathematics Preparation for CLAST
MTB1304 Using A Graphing Calculator
MTB1321 Technical Mathematics I
MTB1322 Technical Mathematics II
MTG2204 Geometry for Educators
CGS2825 Website Management
CIS2321 Introduction to System Analysis and Design
COP2120 COBOL Programming I
ETD2375C 3D Modeling, Rendering and Animation
GEB2893 Strategic/Policy Issues in Non-Profit Organization
MAN1023 Management for Non-Profit Organizations
RTV1208 Studio Production
RTV1266 Video Post-Production
RTV1266L Video Post-Production Lab
RTV1267 DVD Creation and Authoring
RTV2216 Video Direction
RTV2216L Video Direction Lab
RTV2246 Advanced Video Field Production
RTV2269 Advanced Video Post-Production
RTV2282C Webcast Production and Direction

COURSE CHANGES

Based on the program changes above and on review of curriculum content and assessment, the following changes are recommended.

- Reclassify BSC 2085, Anatomy and Physiology I, as a General Education Science course.
- Change HIM 1000, Introduction to Health Information, from 2 to 3 credit hours because coverage of both Health Informatics and Health Information Management can be better accomplished in a single course.
- Change HIM 2012, Legal Aspects of Healthcare, from 2 to 3 credit hours because this course needs more time added to provide adequate coverage of the material.
- Change HIM 2304, Healthcare Informatics Project Management, to HIM 2512 because HIM 2512 will represent a revision of the course to better reflect AHIMA competencies and DOE objectives.
- Change HIM 2112, Health Information Technology, to HIM 2112C which will allow for lab hours needed for the material.
- Change HIM 1433, Pathophysiology, to HIM 2433. This is an increase in credit hours from 3 to 4 as well as course number change to better reflect the level of material covered in the course and to provide more time to cover this subject in depth.
- Change PMT 2254C, Computer Numerical Control II, from 4 credit hours to 3 credit hours.
- Change ETM 2315C, Hydraulics and Pneumatics, from 4 to 3 credit hours.
- BCN 2230 – Construction Materials and Methods - Remove prerequisite and corequisite (EGS 1111C)
  - The course redesign has eliminated the need for EGS 1111C.
- BCN 2272 – Plans Interpretation - Remove prerequisite (EGS 2112C) and corequisite (ETD 2340)
  - The course redesign has eliminated the need for EGS 2111C and ETD 2340.
- BCN 2704 – Construction Contracts, Code and Laws - Remove the computer proficiency prerequisite
  - The course does not involve direct computer applications.
- BCT 2705 – Construction Management - Remove the computer proficiency prerequisite
  - The course does not involve direct computer applications.
- BCT 2770 – Construction Estimating and Concepts - Remove prerequisite (MAC 1105) and corequisite (MAC 2114); Add new prerequisite (BCT 1001)
  - The applied math, BCT 1001, is needed for building construction, drafting and design.
- SUR 2100C – Fundamentals of Land Surveying - Remove prerequisites (MAC 1105) and (MAC 2114); Add new prerequisite (BCT 1001)
  - The applied math, BCT 1001, is needed for building construction, drafting and design.
- SUR 2390 - GIS Application in Engineering and Technology - Remove the computer proficiency prerequisite

- o This course does not involve direct computer applications
- CAP 2023 - Introduction to Game Programming - Add prerequisite (COP 2220)
    - o COP 2220 covers programming basics and COP 2023 is the introductory course for computer game design.
- CAP 2024 – Advanced Game programming - Remove prerequisite (CGS 2525)
    - o Additional course preparation will take place in COP 2220.
- PLA 2114 - Legal Writing - Remove prerequisite (PLA 1104)
    - o The way in which we have been teaching these courses has allowed students to take either class first in the series because these classes reinforce legal skills and knowledge but do not depend on the legal skills and knowledge from either class.