

*November 16, 2017*

**IN ATTENDANCE**

**CHAIR**

John Woodward

**MEMBERS PRESENT**

Erick Aguilar  
Mamdouh Babi  
Johnny Bowman, Jr.  
Joan Boyd  
Pamela Brauda  
Sheri Brown  
Ranjan Chhibber  
Jamie Digesare  
Rebecca Ford  
Richard Greene  
Shed Hollaway  
Jeniah Jones  
Sheri Litt  
Faith Litvack  
Susan Poole (for Tiffany Hunter)  
Erin Richman  
Jackie Rippey  
Stephen Milczanowski  
Rebecca Reeder  
Sarah Stuart  
Rogheyeh Vafabakhsh  
Dana White (for Ian Neuhard)

**MEMBERS ABSENT**

Robert Greene  
John Mayes  
TaNasha Parker  
Alan Zube

**GUESTS**

Lena Gilbert  
Tara Haley  
Thomas McCrone  
Billy Thomas

**CURRICULUM SERVICES RESOURCES**

Kathleen Ciez-Volz  
Maurie Hartshorn  
Rebecca Nelson

## **INTRODUCTION AND CALL TO ORDER**

Chair John Woodward called the Curriculum Committee to order at 2:34 p.m.

## **CONSENT AGENDA**

Motion to accept and approve the consent agenda was made by Stephen Milczanowski and seconded by Faith Litvack.

Meeting Minutes from October 19, 2017

A vote was taken and the consent agenda was approved.

## **ACTION ITEMS**

1. Proposal 2016-38: Human Services (T500) (B.S.): Program and Course Modifications  
*Presented by: IPM Tara Haley and Professor Rebecca Ford*

Motion to accept and approve the proposal was made by Pamela Brauda and seconded by Rogheyeh Vafabakhsh.

Professor Ford stated that modifications have been made to course content of HUS 3304 (Intra and Interpersonal Techniques) and HUS 4526 (Current Issues in Mental Health) in order to align with the SCNS (State Course Numbering System). In addition, corequisite requirement is removed from HUS 3351 (Family Systems and Dynamics) and HUS 3022 (Building Stronger Families and Communities) in order to improve coursework continuity. Also, the prerequisite requirements of HUS 3020 (Human Development through the Lifespan) for HUS 3304 (Intra and Interpersonal Techniques) and HUS 3351 for HUS 4722 (Research Methods in Human Services) have been removed to provide more program progression for students.

Furthermore, HUS 3105 (Introduction to Human Services) has been included in the proposal as a new course. This course had been requested in original proposal package, but was removed due to program credit hour restraints; FSCJ is the only state college not to include this introductory course, and it provides an essential overview of the program during the first term of enrollment.

Professor Ford continued that modifications to general education coursework have been made to require PSY 1012 (General Psychology) and SYG 2000 (Introductory Sociology), so as to provide the best background for Human Services coursework in order to ensure best program success. Finally, upper division coursework has been realigned to provide an upper division concentration and upper division electives.

Chair thanked presenters and asked for questions and/or comments.

Professor Rebecca Reeder asked if removing prerequisite requirement of HUS 3020 for HUS 3304 coursework would make them corequisite; Professor Ford replied that they would not be corequisite and that only HUS 3105 was prerequisite and/or corequisite for all program core courses. Professor Reeder also requested clarification of coursework required for HUS 4945 (Human Services Internship). Discussion followed with Professor Ford and IPM Haley explaining that the course sequencing cohort would result in the appropriate coursework being completed prior to enrollment in the internship course.

Chair Woodward inquired if the program hours had changed; discussion followed that the Upper Division coursework had been realigned without changing total program hours. Chair Woodward further questioned why all of the Lower Division "Suggested General Education Courses" had been eliminated; the presenters explained that the coursework had been realigned under Lower Division Elective Coursework, which opened up the area for completion of other electives, such as foreign language coursework.

Chair thanked presenters, asking if there were further questions and/or comments.

A vote was taken and the proposal was recommended.

2. Proposal 2017-02: Experiential Studies in Legislative and Government Affairs: New AA Elective Course  
*Presented by: Department Chair Billy Thomas*

Motion to accept and approve the proposal was made by Ranjan Chhibber and seconded by Jeniah Jones.

Department Chair Billy Thomas presented IDS 2949 (Experiential Studies in Legislative and Governmental Affairs) as a new internship course that is geared toward government experience for students and will also serve as an A.A. elective. He explained course enrollment requirements, including completion of 30 credit hours (sophomore level), ENC 1101 and ENC 1102, as well as POS 2041 (American Federal Government) or AMH 2010 (United States History to 1865) or AMH 2020 (United States History From 1865 to the Present). He clarified that students would find their own internships and be mentored by faculty as needed.

Professor Joan Boyd asked about whether the course would be open to dual enrollment students and, if so, would they be required to complete 30 credit hours on campus prior to enrolling in IDS 2949; a brief discussion ensued concerning the number of contact hours required. Department Chair Thomas commented that while some dual enrollment students come to FSCJ with 60 credit hours already completed, only 30 credit hours would be required for IDS 2949 enrollment.

Further discussion ensued regarding the hour requirements of IDS 2939; Department Chair Thomas said that the course required 300 contact hours. When asked whether an A.A. elective law course could be substituted in place of the required prerequisite government and/or history courses, Department Chair Thomas suggested that, in the future, his department might be open to alternate prerequisite consideration; however, the A.A. elective law course is not within the scope of the current proposal.

Chair Woodward initiated a brief discussion confirming IDS 2949 prerequisite coursework. In addition, Department Chair Thomas confirmed that the proposal originators are credentialed in political science.

Chair thanked presenter, asking if there were further questions and/or comments.

A vote was taken and the proposal was recommended.

3. Proposal 2017-09: Emergency Medical Services (2251) (A.S.): Program Modification  
*Presented by: Professor Thomas McCrone*

Motion to accept and approve the proposal was made by Stephen Milczanowski and seconded by Susan Poole.

Professor McCrone presented MAN 2021 (Principles of Management) as a collaborative effort of the business and EMS faculty members to offer an additional professional elective to the Emergency Medical Services program that expands students' modality and course offerings while also providing an understanding of management principles. Furthermore, besides being an A.A. elective, MAN 2021 satisfies a Lower Division requirement for those students articulating to the B.A.S. in Supervision and Management program.

Professor Reeder brought forward discussion concerning the decision to add a course to Emergency Medical Services program versus an expansion of the program's other Professional Electives course offerings. Professor McCrone explained that students in the A.S. program typically attend part-time and may require upper level credentialing for career advancement; MAN 2021's availability helps students achieve their matriculation goals more readily. He also clarified that the program's other two professional electives do not satisfy Lower Division coursework for Supervision and Management credentialing.

Chair thanked presenter, asking if there were further questions and/or comments.

A vote was taken and the proposal was recommended.

### **INFORMATION ITEMS**

1. Modified Program Application Procedure Requirements for Automotive and Diesel Programs

Following Committee discussion, it was determined that the content within the Information Item did not require a proposal and Committee members were in agreement with the updates.

2. Modified Program Application Procedure Language for Aviation Airframe and Powerplant

A motion was made by Stephen Milczanowski and seconded by Joan Boyd to redact the Information Item from the November agenda and present as a program modification proposal at a future Curriculum Committee meeting.

A vote was taken and the Information Item was redacted.

### **DISCUSSION/PRESENTATION ITEMS**

1. Curriculum Committee Consideration of Optional Faculty Support Addendum  
*Presented by: Chair John Woodward*
2. Overview of Updated Curriculum Proposal Forms  
*Presented by: Curriculum Services Team*

Chair Woodward initiated discussion, recommending both Discussion/Presentation Items be reviewed as one item. Discussion ensued regarding additional paperwork, program relevance, and collegiality.

Associate Provost Ciez-Volz presented the Optional Faculty Support Addendum as being considered as a part of the appendices of the updated proposal forms, not as a separate recommendation, but as an integrated component of the proposal. Chair Woodward added that the Addendum would “set expectations, spark knowledge of changes, and show support [of changes].”

Motion to add Optional Faculty Support Addendum to and to approve Updated Curriculum Proposal Forms was made by Stephen Milczanowski and seconded by Erin Richman.

A vote was taken and the recommendation was approved.

### **REGULAR MEETING**

Regular Meeting: December 21, 2017, at 2:30 p.m. in the College’s Administrative Offices Board Room, 405; the deadline for submitting proposals for this meeting is November 27, 2017.

### **ADJOURN**

A motion to adjourn was made by Joan Boyd and seconded by Shed Hollaway. The meeting was adjourned at 3:50 p.m.

December 21, 2017

**ACTION ITEMS**

1. Proposal 2016-31 (Amendment I): Digital Media (S400) (B.A.S.) Program and Course Modifications  
*Presented by: Professors Julia Dearriba-Montgomery, Michael Nuetzel, Liz Thomas, Charlie Philips, Isaac Brown and IPM Lori Cimino*
2. Proposal 2017-07 (Amendment I): Computer Information Technology (60) (2153) (A.S.); Web Development Specialist (6954) (T.C.); Database Development Specialist (6955) (T.C.); Computer Programming Specialist (6956) (T.C.); Information Technology Support Specialist (6280) (T.C.); and Information Technology Analysis (6281) (T.C.) Program Modifications to add new courses SQL Server II – Programming (CTS 2438) and SQL Server III – Administration (CTS 2439) to elective offerings  
*Presented by: Professor Steve Mannion*
3. Proposal 2017-11: Massage Therapy (5700) (P.S.A.V.) Program and Course Modifications  
*Presented by: Professor Debra Tomko and IPM Stephanie Bernard*

"YES" VOTE(S)
Erick Aguilar
Mamdouh Babi
Johnny Bowman
Pamela Brauda
Ranjan Chhibber
Jamie Digesare
Rebecca Ford
Richard Greene
Tiffany Hunter
Jeniah Jones
Sheri Litt
Faith Litvack
Ian Neuhard
Erin Richman
Rebecca Reeder
Jackie Rippy
Sarah Stuart
Rogheyeh Vafabakhsh
Alan Zube

"NO" VOTE(S)
None
"NO RESPONSE" VOTE(S)
Joan Boyd
Sheri A. Brown
Shed Hollaway, II
John Mayes
Stephen Milczanowski
Ta'Nasha Parker
Dana White
"WITH CONDITIONS" VOTE(S)
None

Nineteen (19) Votes: "Yes." Zero (0) Votes "No." Seven (7) Votes: "No Response."  
Fifteen (15) Votes: Quorum. Proposals Recommended.

**NEXT MEETING**

The next regular Curriculum Committee meeting is scheduled for Thursday, January 18, 2018, at 2:30 p.m. in the College's Administrative Offices Board Room, 405. The deadline for curriculum proposal submission is Monday, December 18, 2017, and signed documents must be emailed to [curriculum@fscj.edu](mailto:curriculum@fscj.edu).

DRAFT