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The Curriculum Committee meetings was held via Zoom virtual conference. College personnel were asked to contact Christi White by Thursday at noon if they wished to attend but had not yet received an invitation.

Curriculum Development Session immediately following adjournment of curriculum agenda.

*Appointed members (serving 2-year terms).

Curriculur	n Committee Members			List of Guests:
Present	Trineshia Sellars – Chair	Chemistry, Year 4	Present	Julie Sivigny, Academic Services – Curriculum Development
Present Juliett Tracey – Vice Chair		Business, Year 3 Pr		Jen Hudson, Academic Services – Catalog
Present Cynthia Alexandre – Past Chair		Mathematics, Year 4*	Present	Maria Lopez, Academic Services
Present	Dr. Angela Adame-Smith	Psychology, Year 2	Present	Dr. Tunjarnika Coleman-Ferrell
Present	Joseph Brownlee	Mathematics, Year 1	Present	Dr. Louise Aurelien, BSN Nursing
Present	Dr. Jehu Chong	Business/Bachelors, Year 2	Present	David Gibble, Music
Resigned	Chad Crouse	Public Safety, Year 1	Present	Pamela Mason-Egan, SLS
Present	Eligio Marquez	Trade and Industry, Year 3	Absent	Susan Caldwell, Education
Present	Allen Mullenax	Trade and Industry, Year 2	Present	Colleen Bradshaw, Dental Assisting
Present	Dr. Nadine Sirota	Nursing, Year 2		
Present	Julia Steff	Health Sciences, Year 1		
Present	Carrie Thompson	Communications, Year 1	Present	Nadine Berman
Administr	ative Members	Members		Sophia Russell, Emerging Leaders
Present	Dr. Velmarie Albertini (non-voting)	Dean, Curriculum	Present	Eunice Gaston, Emerging Leaders
Present	Teresa Armas	Financial Aid	Present	Barbara Molina, Adjunct Instructor
Present	Kenneth Badaracco	Campus Registrar		
Present	Santrel Carries	Office of the Registrar	Present	Moises Pena, VA
Present	Jennifer Johnson	SLC Director	Invited	Roz McFarlane-McCalla, Senior Registrar
Present	Dr. Kathleen Karran-McCoy	Student Services	Invited	Susan Bierster, Associate Dean
Present	Christi White (Non-Voting)	Academic Services, Curriculum	Present	Dugues Saint-Laurent, Financial Aid

*(renewed)

List of Presenters:

Dr. Louise Aurelien – BS Nursing David Gibble – Music Pamela Mason-Egan – SLS Susan Caldwell – EDG Colleen Bradshaw – Dental Assisting CCP

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FA - Possible Financial Aid Action Warranted

Changes are highlighted in yellow

WELCOME, Chair Sellars and Dr. Albertini

Dr. Albertini has provided Dr. Coleman-Ferrell the last two years of annual reports from the Curriculum Committee and given a background on what the committee has accomplished over the last couple years.

Welcome Dr. Coleman-Ferrell, Interim VPAA.

Dr. Coleman-Ferrell addressed the committee and thanked them for their service. She explained that the Curriculum Committee is the checks and balance for the College.

I. APPROVAL OF MINUTES OF JANUARY 25, 2021 Discussion: None Data sources consulted: Minutes Action: Motion to Approve: J. Tracey; 2nd J. Steff; 83% Yay, 17% Abstain; Motion passes.

II. FOR YOUR INFORMATION

A. CCE/Avocational - None

B. VPAA/VP,AI&S/DBOT Action

1. Course Fees approved by Dr. Coleman Ferrell, VPAA and Dr. Roger Yohe, VP Academic Innovation and Strategy:

Course	New/	Proposed	Itemized Fee Charges
	Revised	Fee	
COS0200	Revised	\$644.81	Medical Accident Insurance -\$4.75
Introduction to Cosmetology			Liability Insurance - \$8.15
			Kit Contents (Item #6)
			Cutlery Tools - \$98.75
			Brushes and Combs - \$38.83
			Color Accessories, Face/Body – \$66.09
			Styling Appliances - \$201.86
			Salon Apparel - \$22.00
			Salon Essentials - \$12.44
			Mannequins & Clamp - \$163.62
			Hair Accessories/Apparel - \$12.07

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			Manicure and Pedicure Set - \$9.15 Estimate Shipping Cost Per Kit - \$20.00 <i>Note: This is a Onetime Fee Forever.</i>
BCV0601 Electrician Helper 1	New	\$100.00	Medical Accident Insurance -\$4.75
			Course Fee - \$25.00 (Fee was calculated on amount of consumables and supplies needed used for an average of 20 students. Stranded wire (Black, Red, Green), 350.00 Wire nuts 60.00, Concrete, masonry, and wood fasteners 50.00) NCCER Tests - \$75.00* *National Center for Construction Education & Research Note: This is a Onetime Fee Forever.
EEV0162 Low Voltage Technician	New	\$160.00	Medical Accident Insurance -\$4.75 Course Fee - \$25.00 (Fee based on 20 students = \$25 Honeywell Low Voltage Stat = 150.00/20 = 7.50 Wire 18/5 Plenum rated 250 ft = 225.00/20= 11.25 Coax Crimper, Manual F BNC RCA RG-59, 6 = 6.25) NCCER Tests - \$135.00* *National Center for Construction Education & Research Note: This is a Onetime Fee Forever.

2. The State of Florida issue an Executive Order titled the Occupational Freedom and Opportunity Act on June 30, 2020 (HB1193), the Florida Department of Education updated the Frameworks to indicate the changes on February 3, 2021, retroactive to January 1, 2021. The following programs have received executive VPAA approval.

Title of Program	Current Program CIP Code	New Program CIP Code	Current Program Length	New Program Length	Course Changes	Information
Facials Specialty (5355)	0612040805	0612040806	260	220	CSP0260 – Change from 260 hrs. to 220 hrs.	Effective: Fall 2021 Program Length: Facials Days: 44 days Facials Evening: 49 days

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Nails Technician (5356)	0612041004	0612041005	240	180	CSP0013 – Change from 240 hrs. to 180 hrs.	Effective: Fall 2021 Program Length: Nails Days: 36 days Nails Evening: 40 days
Barbering (5395)	0612040200	0612040202	1200	900	COS0150 – Change from 120 hrs. to 90 hrs. COS0151 – Change from 120 hrs. to 90 hrs. COS0152 – Change from 120 hrs. to 90 hrs. COS0153 – Change from 120 hrs. to 90 hrs. COS0154 – Change from 120 hrs. to 90 hrs. COS0155 – Change from 120 hrs. to 90 hrs. COS0156 – Change from 120 hrs. to 90 hrs. COS0415 – Change from 120 hrs. to 90 hrs. COS0157 – Change from 120 hrs. to 90 hrs. COS0157 – Change from 120 hrs. to 90 hrs. COS0158 – Change from 120 hrs. to 90 hrs.	Effective: Fall 2021 Program Length: Barbering: 32 weeks

All Approved by SCNS

C. Minutes Corrections:

1. 10/29/2020 – Developmental Education Math courses: MAT0022 and MAT0056 update effective date from Spring 2021 to Summer 2021.

D. Housekeeping - None

E. General Education Council

Discussion: Update to Catalog General Education section

Palm Beach State College has five institutional learning outcomes (ILOs) that embed several general education learning competencies on rubrics for each ILO. Student achievement of the outcomes is sued to measure both the Associate in Arts degree and general education. For more information about the ILOs and the rubrics, visit the ILO webpage.

Data sources consulted: Catalog document

III. NEW BUSINESS

Credits

A. BACHELOR PROGRAMS AND COURSES Nursing

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1. Revised Courses - BSN

Presenter: Dr. Louise Aurelien

Effective: Fall 2021 Cluster Approved: 1/7/2021

CC Discipline Representative: Dr. Nadine Sirota; Julia Steff

Assigned Curriculum Reviewers: Carrie Thompson, Juliett Tracey Justification: This revision is to ensure proper curriculum alignment and delivery for the BSN students regardless of the course sequence/track

they choose (4 courses, 3 courses or 2 courses a semester) to complete the BSN program of study.

	Current	Current Title	Proposed Changes
	Course		
	Number		
a.	NUR3164	Nursing Research and Informatics	Change corequisites from: NUR3678, NUR4636C and NUR4827C with a grade of C or
			higher to NUR3125 and NUR 4827C with a grade of C or higher.
b.	NUR3678	Nursing Care for The Geriatric	Change prerequisites from NUR3069, NUR3119 and NUR3825 with a grade of C or
		Patient and other Vulnerable	higher to NUR3069, NUR3119, NUR3825, NUR3125 with a grade of C or higher.
		Populations	Change corequisites from NUR3125 and NUR4827C to NUR 3164, NUR4636C,
			NUR4827C
с.	NUR4827C	Leadership and Management in	Change corequisites from NUR3125 and NUR3678 to NUR3125 and NUR3164.
		Professional Nursing	
d.	NUR4847	Clinical Decision Making/ Critical	Change in corequisites from NUR3164 and NUR4636C to NUR3678 and NUR4636C
		Thinking	

Approved by SCNS

Discussion: L. Aurelien and J. Tracey discussed pre and corequisites and the sequence and came to the conclusion that with the special designators assigned to the courses, the students stay within the assigned track.

J. Steff also asked how students stay on the indicated track instead of switching between 4, 3 and 2 courses per semester. L. Aurelien responded that there are special designators and it is submitted through the Registrar's Office.

C. Thompson noted that the in NUR4827C and NUR3678 the Course Learning outcomes are not necessarily measurable as number two begins with "Develop and understanding of" and number 3 begins with "Discuss" The same with CLO number four on NUR3678.

Data sources consulted: Curriculum Support Documents

Action: Motion to approve with revision of CLO's on NUR4827C and NUR3678 and revised justification: J. Steff; 2nd A. Mullenax; Approved 82%; Abstain 18%; Motion passes.

2. Revised Program - BSN Presenter: Dr. Louise Aurelien **CIP Code:** 1105138012 Total Credits: 120

Effective: Fall 2021 Cluster Approved: 1/7/2021 Program Code: S901

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Assigned Curriculum Reviewers: Alan Mullenax, Julia Steff

CC Discipline Representative: Dr. Nadine Sirota; Julia Steff

Justification: This revision is to ensure proper curriculum alignment and delivery for the BSN students regardless of the course sequence/track they choose (4 courses, 3 courses or 2 courses per semester) to complete the BSN program of study.

Flexible Online BSN Course Sequencing

No changes to the full-time 4 courses per semester plan.

4 Courses per Semester – Finish in 1 year							
First Semester	Second Semester	Third Semester					
NUR3825 - Transitional Nursing Role Perspectives	NUR3678 - Nursing Care for the Geriatric Patient and other Vulnerable Populations	NUR4847 - Clinical Decision Making/Critical Thinking					
NUR3069 - Advanced Health Assessment	NUR4827C - Leadership and Management in Professional Nursing	NUR4655 - Nursing in a Multicultural Society					
NUR3119 - Heritage of Nursing Concepts/Theories	NUR3164 - Nursing Research and Informatics	NUR4107 - Nursing Perspectives/Global Trends					
NUR3125 - Advanced Pathophysiology for Nursing Practice	NUR4636C - Community Health Nursing	NUR4945 - Capstone Experience: Nursing					

Propose switching NUR3164 to third semester and NUR3678 to second semester.

3 Courses per Semester – Finish in 16 months							
First Semester	Second Semester	Third Semester	Fourth Semester				
NUR3825 - Transitional Nursing Role	NUR3125 - Advanced Pathophysiology for	NUR3678 - Nursing Care for the Geriatric	NUR4655 - Nursing in a Multicultural Society				
Perspectives	Nursing Practice	Patient and other Vulnerable Populations					
NUR3069 - Advanced Health	NUR3164 - Nursing Research and	NUR4636C - Community Health Nursing	NUR4107 - Nursing Perspectives/Global				
Assessment	Informatics		Trends				
NUR3119 - Heritage of Nursing	NUR4827C - Leadership and Management in	NUR4847 - Clinical Decision Making/Critical	NUR4945 - Capstone Experience: Nursing				
Concepts/Theories	Professional Nursing	Thinking					

Propose switching NUR3164 to fourth semester and NUR3678 to third semester.

2 Courses per Semester- Finish in 2 years							
First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester		
NUR3825 - Transitional Nursing Role Perspectives	NUR3119 - Heritage of Nursing Concepts/Theories	NUR3164 - Nursing Research and Informatics	NUR3678 - Nursing Care for the Geriatric Patient and other Vulnerable Populations	NUR4847 - Clinical Decision Making/Critical Thinking	NUR4107 - Nursing Perspectives/Global Trends		
NUR3069 - Advanced Health Assessment	NUR3125 - Advanced Pathophysiology for Nursing Practice	NUR4827C - Leadership and Management in Professional Nursing	NUR4636C - Community Health Nursing	NUR4655 - Nursing in a Multicultural Society	NUR4945 - Capstone Experience: Nursing		

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Discussion: The program was discussed concurrently with the courses. Data sources consulted: Curriculum Support Documents Action: Motion to approve: E. Marquez; 2nd C. Alexandre; Approved 82%; Abstain 18%; Motion passes.

B. AA COURSES AND TRACKS

1. Revised Courses - Music- Class Instruction - Piano

Presenter: David Gibble

Effective: Fall 2022 Cluster Approved: 1/7/2021

Assigned Curriculum Reviewers: Cynthia Alexandre, Trineshia Sellars

CC Representative: Carrie Thompson; Trineshia Sellars (AA)

Justification: SCNS mandated change for course alignment within taxonomy.

	Current Current Title Proposed Course Course Number		•	Proposed Changes	
a.	MVK1111A	Class Instruction – Piano 1	MVK1111	Remove suffix.	
b.	MVK1111B	Class Instruction – Piano 2	MVK1112	Remove suffix. Prerequisite: MVK1111 with a grade of C or higher	
c.	MVK2121L	Class Instruction – Piano 3	MVK2121	Remove suffix. Prerequisite: MVK1112 with a grade of C or higher	
d.	MVK2122L	Class Instruction – Piano 4	MVK2122	Remove suffix. Prerequisite MVK2121 with a grade of C or higher	

Approved by SCNS

Discussion: Reviewers saw no issues. Straightforward changes.

Data sources consulted: Curriculum Support Documents

Action: Motion to approve: T. Armas; 2nd J. Tracey; Approved 81%; Abstain 19%; Motion passes.

2. Revised Courses - SLS 1501 – Introduction to the College Experience COURSE LEARNING OUTCOMES

Presenter: Pamela Mason-Egan

Assigned Curriculum Reviewers: Angela Adame-Smith, Joe Brownlee

CC Representative: Carrie Thompson, Joe Brownlee

Justification: The SLS Cluster has decided to revisit our current learning outcomes to be more specifically reflect the course content and expectations.

ſ	Current	Current Title	Current CLOs	Proposed CLOs
	Course			
	Number			

Effective: Fall 2021

Cluster Approved: 1/8/2021

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a.	SLS1501	Introduction to the College Experience	Revise	Engage in our college culture and utilize academic resources.	Engage and understand PBSC campus resources and college culture
b.			Revise	Develop and strengthen academic skills	Develop and strengthen college level academic skills
C.			New		Explore academic mindset and learning processes
d.			New		Develop cultural awareness and competence
e.			New		Develop and advance skills in financial literacy
f.			Revise	Explore and research career options.	Conduct career exploration and research
g.			Revise	Establish an educational plan.	Explore programs/majors outlined in the college's career pathways and develop an academic plan
h.			New		Recognize the connection between one's health, wellness and academic success

Approved by SCNS

Discussion: J. Brownlee reviewed the course and appreciated the focus on the PBSC culture. A. Adame-Smith also reviewed the course and did not see any issues with the course revision.

Data sources consulted: Curriculum Support Documents

Action: Motion to approve: J. Johnson; 2nd E. Marquez; Approved 87% Abstain 13%; Motion passes.

C. ASSOCIATE IN SCIENCE (A.S.)

EDUCATION

1. Revised Course - EDG 1315 Education Practicum 2

Presenter: Susan Caldwell - ABSENT

Assigned Curriculum Reviewers: Eligio Marquez, Nadine Sirota

Effective: Fall 2021 Cluster Approved: 1/8/2021 Programs Affected: AS2358

CC Representative: Angela Adame-Smith

Justification: These prerequisite courses had been required at one time for EDG 1315 but were eliminated in error when eliminating other prerequisites—courses which no longer existed. These four prerequisite courses are part of the Childcare Center Management CCC and contain the content required to be successful in EDG 1315 which is taken by students who complete the Childcare Center Management CCC.

The reason for the change in the course description is to remove the reference to the 8-week term in which the course is offered—as this is inappropriate for the course description AND the course is now being offered in a 15-week term. Also, this action changes 225 to 240 hours in the

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course description as the hours under "lab" in the course outline and in PantherNet are shown as 240. This will also keep it consistent with EDG 1314 which is 240 hours as well.

	Current	Current Title	Proposed Changes				
	Course						
	Number						
a.	EDG1315	Education Practicum 2	Change in course description; course prerequisites from none to EEC1523, EEC2002, EEC2202				
			and EEC2521; change in contact hours from 225 to 240.				
			Correct PLO #5: Develop and maintain anecdotal records for three children for the course of the				
			semester minimum 2 entr <mark>ie</mark> s per child per week.				

Approved by SCNS

Discussion: The Curriculum Committee reviewed the revision. Neither **E. Marquez** nor **N. Sirota** had any issues with the curriculum action. It was reviewed in advance by Academic Services.

Data sources consulted: Curriculum Support Documents

Action: Motion to approve: J. Johnson; 2nd A. Adame-Smith; Approved 87%, Abstain 13%; Motion passes.

D. CAREER CERTIFICATION PROGRAM (CCP)

1. Revised Program - Dental Assisting CCPEffectivPresenter: Colleen BradshawClusterCIP Code: 035060112BusinesTotal Hours: 1230Program Code: 5155PLOS AgAssigned Curriculum Reviewers: Jehu Chong, Trineshia SellarsCC Representative: Julia Steff; Dr. Nadine SirotaCC Representative: Julia Steff; Dr. Nadine SirotaJustification: Updated Program Learning Outcomes to more measurable outcomesComparison of the second se

Clock Hours

Effective: Fall 2021 Cluster Approved: 10/29/2019 Business Partnership Council Approved: 12/5/2019 PLOS Approved: 12/14/2020

PROGRAM LEARNING OUTCOMES

New,	PLOs	Target Measures
Replace		
or Edit		
Measures		

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1.	Replace	Synthesize and apply clinical skills and knowledge. Understand and identify the importance of professional eithics in a dental environment.	 Measure 1.1: Mock Dental Assisting National Board (DANB) exams at the beginning and end of DEA0850 (2nd 8-week spring term) Target 1.1.: All students will demonstrate improved scores on second exam at the end of the course. Measure 1.2: Dental Assisting National Board (DANB) certification exam. Target: 1.2: 85% of the students who take the DANB certification exam will pass all three components on the first attempt.
2.	Replace	Demonstrate proper procedure and protocol required for the care and treatment of patients. (General Chairside) Adhere to state and federal laws, recommendations and regulations in the provision of dental assisting care	Measure 2.1: General Chairside component of the Dental Assisting National Board (DANB) Target 2.1: 85% of the students will meet or exceed the national average on the General Chairside component of the DANB certification exam on the first attempt.
3.	Replace	Evaluate and utilize methods to ensure the health and safety of patients, clients, operators, faculty, and related staff in delivery of oral health care (Infection Control) Advance the profession through service activities and affillations with professional organizations.	 Measure 3.1: Infection Control component of the Dental Assisting National Board (DANB) Target 3.1: 85% of the students will meet or exceed the national average on the Infection Control component of the DANB certification exam on the first attempt. Measure 3.2: Students will practice industry-specific safety measures in the delivery of oral health care. Target 3.2: 85% of the students will meet or exceed clinical scores.
4.	Replace	Adhere to state and federal laws, regulations, and safety factors regarding the utilization of ionized radiation (Radiology) Promote the values of oral and general health and wellness to the public and organization within and outside the profession.	Measure 4.1: Radiology Component of Dental Assisting National Board (DANB) certification exam Target 4.1: 85% of the students will meet or exceed the national average on the Radiology Component of the DANB certification exam on the first attempt.
5.	Delete	Evaluate factors that can be used to promote patient/client adherence to disease prevention and/or health maintenance strategies	
6.	Delete		
7.	Delete	Collect, maintains, and organizes data in a dental environment	

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8.	Delete	Understand and utilize proper procedures and protocol for
		patient safety risk factors by demonstrating knowledge and
		understanding of medical/dental social histories
9.	Delete	Demonstrate the ability to handle multi-tasks
		simultaneously and to operate in a logical, sequential, and
		orderly manner
10.	Delete	The program graduate will pass the state of board
		licensure/certification exam.

Discussion: Revised LO's from 10 to 4 and linked to Dental Assisting National Board where it was used as a guide.

T. Sellars asked what the rationale was behind putting the 85% of students will pass Boards. **C. Bradshaw** responded that **K.Pain** recommended that number. **C. White** added, that 85% is pretty standard measure of assessment. **J. Sivigny** asked if it is in alignment with the accrediting body requirements and benchmarks. **J. Steff** asked about target 1.1 as it indicates "All students will demonstrate improved scores on second exam at the end of the course.", so that is 100% of students. **C. White** clarified that 1.1 is indicating that 100% of students will improve their scores from the first exam to the second exam.

Data sources consulted: Curriculum Support Documents

Action: Motion to approve: E. Marquez; 2nd N. Sirota; 93% Approved, Abstain 7%, Motion Passes.

UPDATE:

SACSCOC Reaffirmation – V. Albertini Compliance certification to be submitted to SACSCOC on March 1, 2021 Mock Visit- Sept 2 On Site review week of Oct 11

V. MOTION TO DISMISS ADMINISTRATIVE MEMBERS AND GUESTS

Discussion: NA

Action: Motion to dismiss: J. Johnson; 2nd C. Alexandre; Approve 86%; Abstain 14%; Motion passes.

VI. CURRICULUM COMMITTEE BUSINESS

A. Follow-Up – Attendance and Proxys – Juliett Tracey and Trineshia Sellars

Discussion: Information was sent out to the committee to review and report back. **T. Sellars** reported suggestions to the committee regarding absence policies and proxies/alternates. **J. Steff** indicated that there was a lot of overlapping information. **J. Sivigny** responded that the report

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was a collection of best practices from many institutions, so there was overlap. We have to pick what will best fit our institution. We do not have anything in writing about how to handle absences. **C. Alexandre** stated that for our situation, three absences, is excessive as we only meet 6-7 times per year. *Two absences* without notice to the Chair or Curriculum Coordinator were proposed and discussed. *Alternate pools* were discussed with the idea of members rotating off the committee or members who had previously served on the committee be available to fill-in for members as an alternate. Proxies/alternates: create an alternate pool to serve to provide proxies or replacements for committee members who can no longer fulfill their duties

Action: Number of absences – 2 per academic year without notice to Chair or Curriculum Coordinator; Approved 90%; Abstain 10%; Motion passes.

Action: Draft language for approval at next meeting

B. Committee Membership – Trineshia Sellars

Discussion: Committee discussed what the downside would be. Found none. Decided having an odd number of members is better than having an even number of members. The representation of the committee for the college would be better represented if we were to add an additional member.

Action: Motion to approve N. Sirota; 2nd T. Sellars; passed unanimously.

C. SACSCOC Substantive Change Procedures and Policies – Julie Sivigny

Discussion: Action: Tabled until next meeting. Meeting time 5:02pm.

VII. MOTION TO ADJOURN

Discussion: Add annual report and meeting minutes template from Cyndie to next agenda. **Action: Unanimously approved.**

Curriculum Development Session immediately following adjournment if time permits.

2020-2021 Curriculum Actions

Actions	BAS/BS	AA	AS	ATC	ATD	ССС	PSAV/CCP	Dev. Ed	Totals
New Program	-	-	-	-	-	-	-	-	-
New Course	-	-	-	-	-	-	-	-	-
Revised Program	1	-	-	-	-	-	1	-	2
Revised Course	4	5	1	-	-	-	-	-	10

Deleted Program	-	-	-	-	-	-	-	-	-
Deleted Course	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Agenda Totals	5	5	1	-	-	-	1	-	12
Cumulative Total	6	6	43	-	-	2	30	4	91
for AY 19-20									

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