LAKE-SUMTER COMMUNITY COLLEGE  
Curriculum & Instruction Committee Meeting Minutes  
**Wednesday, October 17, 2012**

**Committee Members Present**
- S. Clark
- J. Lezotte
- R. Palmer
- G. Sligh
- H. Elmatti
- D. Marvel
- MJ. Rager
- D. Triolo
- M. Elias
- M. Morse
- C. Scott
- B. Holloway
- B. Nathanson
- B. Skipper

**Committee Member Absent**
- C. Scott

**Resource Members Present**
- J. Cason
- J. Scott

**Resource Member Absent**
- S. Brown
- S. Hackney

**Guest**
- Sandi Zeljko
- Donna Glover
- Michael Nathanson

**Recording Secretary**
- G. Filippello

1. **Call to Order**

1.1 Dr. Sligh called the meeting to order at 2:00 pm and requested a motion to approve the minutes for the September 19, 2012 meeting.

   **Motion:** Elmatti/Lezotte  
   **Action:** Approved as Amended

Page 1, paragraph introducing new committee members: correct name of Beth Nathanson to Becky Nathanson.

Page 5, first paragraph, line 2, remove the word for and replace with without; sentence to read **M.J. Rager explained that open enrollment students have been coming forward without the basic skills.**
2. Old Business
   None

3. New Business

3.1 #50 Credit Program Addition
   Bachelor of Applied Science in Organizational Management

Dr. Sligh asked Sandi Zeljko to give the committee an overview of the program and the various classes that are involved. Ms. Zeljko gave a brief summary regarding this program addition and advised that Organizational Management is a field of study attracting a broad level of interest among our community stakeholder groups. She said policy changes within the state education department allows community colleges to offer bachelor degree program that are applied in nature and do not directly compete with degree programs offered by sister institutions. She said students taking the classes will get a sense of who they are as decision makers, managers and what kind of organizational cultures they may have for acceptance and they will take those assessments and build upon them. She advised that the Capstone course we offer stands alone and what it does is put our students on display to the college community and the community at large which says we believe the students have the skills. She continued that the students are considered experts in the field so they have options and may wish to be an entrepreneur and develop their own business plans or they can be a part of a research project that could develop into consulting.

   Motion: Holloway/Elmatti
   Action: Approved

GROUP CC#51 THROUGH CC#62

3.2 #51 ENT 4004 Credit Course Addition (BAS)
   Entrepreneurship

3.3 #52 FIN 3408 Credit Course Addition (BAS)
   Financial Management

3.4 #53 GEB 3452 Credit Course Addition (BAS)
   Legal & Ethical Environment of Business

3.5 #54 GEB 4525 Credit Course Addition (BAS)
   Organizational Development
3.6  #55  MAN 3353  Credit Course Addition (BAS)  
Management Theory & Applications

3.7  #56  MAN 3860  Credit Course Addition (BAS)  
Management of Non-Profit Organizations

3.8  #57  MAN 4031  Credit Course Addition (BAS)  
Human Resource Management

3.9  #58  MAN 4303  Credit Course Addition (BAS)  
Leadership & Management Practices

3.10 #59  MAN 4720  Credit Course Addition (BAS)  
Strategic Management

3.11 #60  MAN 4900  Credit Course Addition (BAS)  
Organizational Management Capstone

3.12 #61  MAN 4940  Credit Course Addition (BAS)  
Internship in Organizational Management

3.13 #62  MAR 3802  Credit Course Addition (BAS)  
Marketing and Managers

S. Zeljko advised the committee that she visited the publisher’s websites and did a survey of textbooks which helped make the decision about the textbooks to be used. As for the course descriptions she took information from her projects and the theme in the descriptions has that flavor. She feels the students who read the descriptions will have an overview of what the course is about and this will be helpful for them. B. Holloway added that there is a change in the prerequisites and co-requisites for all of these courses and requested they be changed as follows:

Prerequisite: Admission to the Organizational Management Program.  
Prerequisite or Co-requisite: MAN 3240

Motion: Holloway/Morse  
Action: Approved as Amended

3.14 #63  Credit Program Addition  
Fire Science Technology
B. Nathanson explained to the committee this is an AS program and it is important to eliminate the AAS program. Also a move has been made to standardize fire science education and said this degree is compliant with the model curriculum set by Fire and Emergency Service Higher Education and the National Fire Science Curriculum Committee.

Motion: Holloway/Elias
Action: Approved

**GROUP CC#64 THROUGH CC#68**

3.15 #64 FFP 1000 Credit Course Addition
Introduction to Fire Science

3.16 #65 FFP 1111 Credit Course Addition
Fire Chemistry

3.17 #66 FFP 1702 Credit Course Addition
Principles of Emergency Services

3.18 #67 FFP 2770 Credit Course Addition
Ethical and Legal Issues for the Fire Service

3.19 #68 FFP 2780 Credit Course Addition
Fire Department Administration

B. Nathanson gave a brief summary of the courses and referred to the Introduction to Fire Science and Principles of Emergency Services and said we are adding these courses so we may begin to assign course numbers for articulation of the Fire Fighter I and II state certification. The remaining three courses are added to our Fire Science curriculum.

Motion: Palmer/Clark
Action: Approved

**GROUP CC#69 THROUGH CC#72**

3.20 #69 HIM 2012 Credit Course Modification
Medico legal Aspect of Records

3.21 #70 HIM 2112 Credit Course Modification
Electronic Health Records & Informatics
MJ. Rager explained to the committee that some of the students who must take HIM 2112, do not have HIM 1211 that is required in their field of study. She said Brandy Ziesemer modified the online course to contain an orientation to use Blackboard and information on how to get assistance with any assignments requiring MS Office Suite 2010 software. She continued the remaining courses were primarily changes in the prerequisites and initiating a co-requisite for HIM 2112.

Motion: Triolo/Skipper
Action: Approved

MJ. Rager addressed this proposal and said prior to fall of 2012, degree seeking students in the HIM associate degree did not have to take HIM 1273 but this requirement was added to the new AS in HIT degree, fall 2012 and it is a more valuable course for the coder/biller certificate students to take than is HIM 1512. She added we are replacing one course with another.

Motion: Lezotte/Holloway
Action: Approved

Dr. Sligh advised the committee that this is our only surviving AAS program as there will be no AS equivalent in the state. He explained with this credit program we are replacing Public Speaking (SPC 2608) with Technical Report Writing (ENC 2210) since this course ranks higher in employer requirements with students in the EDT discipline.

Motion: Elmatti/Palmer
Action: Approved
Dr. Sligh mentioned that a number of years ago at a Gen Ed summit we began thinking of what to do about speech requirements in our AA program. Currently we require students to take a third English and part of the third English is a speech requirement which they do in the midst of the course, usually a Literature, Technical Writing or Comp Argument course. He said many students find they need the speech course and also, some of our AA and AAS programs would like the students to have the Public Speaking course as well. He continued that the idea is to give students one more option in the third course they take in communications where they would use the Public Speaking course instead of the high-level Lit course or one of those other courses. He said we are taking this as a mid step towards requiring speech of all students.

Motion: Clark/Nathanson  
Action: Approved

3.27  #76  SPC 2608  Credit Course Modification  
Public Speaking

Dr. Sligh advised SPC 2608 is to be added as an option for the Composition and Oral Communication course in the General Education Core Curriculum of the AA Degree and thus would become a Gordon Rule course.

Motion: Lezotte/Palmer  
Action: Approved

GROUP CC#77 AND CC#78

3.28  #77  Credit Program Deletion  
Associate in Applied Science  
Fire Science Technology

B. Nathanson said the DOE will be terminating many of the AAS degrees and no college will be allowed to offer both an AAS and an AS in any subject at the same time. She continued that LSCC is offering an AS Fire Science Technology degree.
MJ. Rager informed the committee that this course is being phased out and that the course did not meet student requirements when transferring to other State Community colleges or State University requirements for a 3 hour nutrition course. She said enrollment was also declining.

Motion: Morse/Skipper
Action: Approved

4. Other

Dr. Sligh advised the committee that our catalog has pages under the AA program where students can transfer elsewhere with their AA and go on to major in English or some other area. He said we started out calling them Pre-Majors and are now referred to as work sheets. This was created to help Advising and offer students information on what they need to do when transferring. Dr. Sligh mentioned there are codes that students use when they register and unfortunately it can be confusing and, as we face the prospect of the new degree audit system, those codes will be troublesome. He said our consultant suggested to eliminate them and by doing this the degree audit will help solve the problem for students when transferring. They will be able to determine what they have or need and the Advisors will be able to help with their decision.

5. Adjournment

Dr. Sligh entertained a motion (Clark/Elias) to adjourn the meeting at 2:50 p.m.

Respectfully submitted,

Gloria Filippello
5. **Adjournment**

Dr. Sligh entertained a motion (Clark/Elias) to adjourn the meeting at 2:50 p.m.

Respectfully submitted,

Gloria Filippello