

# QEP

## 4.0 Program/Certificate Change Proposal

### Section I: Submission Information

**Submission and Meeting Dates\***

Submitted 9/7/2021 for the 10/1/2021 Curriculum Committee meeting.

**Faculty Proposer(s)\***

Dr. Angus Cameron

Prof. Kelsea Cid

**Faculty Presenter\***

Dr. Angus Cameron

**Hierarchy Owner (Department)\***

Activity Log

Angus Cameron

+ QEP

QEP

List of department/program faculty who support this proposal\*

Member	Department/Division
Dr. Angus Cameron	Biological Sciences, SoPAS
Dr. Ryan Wurst	Fine and Digital Arts, SoAHSS
Prof. Jane Charles	Library, Academic Affairs
Prof. Matthew Hoffman	Legal Studies and Business, SoBT
Dr. Anne Angstrom	Education, Chair, SoE
Dr. Martin Tawil	Academic Success, SoAHSS
Dr. Matt Vivyan	History, SoAHSS
Dr. Sandra Seifert	Mathematics, SoPAS
Dr. Brandon Jett	History, SoAHSS
Dr. April Ring	Academic Success, SoAHSS
Prof. Katie O'Connor	Communication Studies, SoAHSS
Dr. George Harvey	Advisor, Student Affairs
Prof. Jordan Donini	Biological Sciences, SoPAS
Prof. Kelsea Cid	Mathematics, SoPAS
Administrative Support:	
Dr. Rebecca Harris	Director, QEP
Dr. Eileen DeLuca	Provost
Dr. Joseph van Gaalen	Insitutional Research, Academic Affairs
Dr. Brian Page	Associate Dean, SoAHSS
Dr. Christy Gilfert	Enrollment Service, Student Affairs
Dr. Martin McClinton	Vice Provost, Academic Affairs
<del>Michael</del> Michael Messina	International Education, Academic Affairs

Program/Certificate Title\* Associate in Arts Degree (A. A.)

## Section II: Effective Dates

Published Effective Date for approved action\*

### Activity Log

Angus Cameron

+ Fall 2022

- Fall 2022

- [Exception]

Fall 2022

Requested Effective Date for Exception\*

Activity Log

Angus Cameron

+ N/A

N/A

Reason for requesting exception to effective date\*

This course is to be implemented as part of FSW's 2022 QEP, "CREATIVE Connections: Breaking Barriers across Disciplines." Exceptions to the Curriculum Calendar are requested to hear this proposal at the October 1st Curriculum Committee meeting; and to set an effective date of Fall 2022. The priority of course implementation is at the request of our accrediting body for reaffirmation (SACSCOC): N/A

Section III: Proposed Program/Certificate Changes

Proposed Program/Certificate Changes\*

Activity Log

Sheila Seelau

+ A. School or Department

Angus Cameron

+ F. Program/Certificate Elective Requirements

- ~~E. Program/Certificate Core Requirements~~

- A. School or Department
- B. Program or Certificate Title
- C. Program/Certificate Prerequisites
- D. General Education Requirements
- E. Program/Certificate Core Requirements
- F. Program/Certificate Elective Requirements
- G. Program Length
- H. Any Other Changes to the Program/Certificate Requirements

Are you proposing any changes to D?\*

Activity Log

Angus Cameron

+ No

No

Justification for all proposed changes\*

The change in program is requested to accommodate the 3 credit course IDS 2891: CREATIVE Capstone as a requirement to graduate with an A. A. degree. This course has been approved by Curriculum Committee at the 9/3/2021 meeting and is being proposed as the central initiative to FSW's 2022 Quality Enhancement Plan (QEP). The course IDS 2891: CREATIVE Capstone is proposed will serve as a graduation requirement for all A. A. seeking students entering Fall 2022 or later. This course is to be taken by students in the second half of their Gen Ed curriculum, providing a culminating experience where students reflect on their learning, make connections between disciplines, and apply the skills and knowledge gained during their general education to synthesize a novel research project. This course fits the criteria of a QEP: Based on a topic (Transdisciplinary Communication) identified through ongoing comprehensive planning and evaluation processes: Topic was identified by the QEP topic identification committee based on data collected by The Office of Institutional Effectiveness. Has broad-based support of institutional constituencies (Faculty, staff, students, administrators, & BoT): Focuses on improving specific student learning outcomes and/or successes: General Education competency= Investigate; increase participation in co-curricular activities. Commits resources to initiate, implement and complete the QEP: There is a detailed 5-year budget in the QEP narrative submitted to SACSCOC. Includes a plan to assess achievement: There is a detailed 5-year plan to assess student achievement in the QEP narrative submitted to SACSCOC, which is supported by the Office of Institutional Effectiveness.

A. Change School or Department

N/A This AA Program Change Proposal incorporates the 3-credit course IDS 2891 CREATIVE Capstone.

As stated on the IDS 2891 proposal, Dr. McClinton, Jeffrey Peterman, and Dr. Rebecca Harris have agreed to *change the Banner coding on IDS 2891 and on the program as follows.*

Department: ACAP (AA Capstone)  
Division: TDS (Transdisciplinary Studies)

B. Change Program or Certificate Title

N/A

C. Change Program or Certificate Prerequisites

From N/A

D. Change Program/Certificate General Education requirements

N/A

E. Change Program/Certificate core requirements

From: Currently not a requirement for A. A. Seeking Students. To: N/A Beginning in AY 22-23, all incoming Associate in Arts students will be required to take a capstone course: Students may enroll in IDS 2891: CREATIVE Capstone OR IDH 2914 (Honors Capstone). Students are required to complete the course with a "D" or better in order to meet graduation requirements. Students may enroll in IDS 2891: CREATIVE Capstone after the completion of 30 hours toward the Associate in Arts Degree, including ENG 1101/1102 OR ENG 1101/SPG 1017, OR ENG 1101/SPG 2608. Transfer students who enter on or after AY 22-23 with more than 45 credits toward the A. A. degree may apply for an exemption to the course.

toward the A. A. degree may apply for an exemption to the course.

F. Change Program/Certificate elective requirements

N/A From:

Currently not a requirement for A. A. Seeking Students.

To:

- Beginning in AY Academic Year 22-23 2022-2023, all incoming Associate in Arts students will be required to take a capstone course. Students may enroll in IDS 2891: CREATIVE Capstone OR IDH 2911 (Honors Capstone) Honors Capstone. Students are required to complete the course with a “D” or better in order to meet graduation requirements.
- Students may enroll in IDS 2891: CREATIVE Capstone after the completion of 30 hours toward the Associate in Arts Degree, including ENG 1101/1102 (ENC 1101 and 1102) OR ENG 1101/SPC 1017 (ENC 1101 and SPC 1017), OR ENG 1101/SPC 2608 (ENC 1101 and SPC 2608).
- Transfer students Students who enter on in or after AY 22-23 Academic Year 2022-2023 with more than 45 credits toward the A. A. degree may apply to petition the presiding administrator for an exemption to the course program requirement. How is this exemption going Exemption requests will be submitted to work?????? advisors. (Advisors please advise on this step)

G. Change Program/Certificate length

N/A This course will be required under the 24 credit hours of electives towards the A. A. degree.

H. Additional changes to Program/Certificate not listed above

N/A

### Section IV: Impacts of Proposed Changes

Will the proposed changes impact any other certificates, programs, or other departments?\*

#### Activity Log

Angus Cameron

+ Yes

Yes

List any affected programs, certificates, and/or departments. Explain the impacts of the proposed changes and how they will be addressed.\*

The A. A. is the only affected program. No credits will be added to this degree.

As noted on the IDS 2891 New Course proposal (approved by Curriculum Committee 9/3/2021):

Faculty from any of our five schools may choose to teach IDS 2891 as part of their work load. Deans and Associate Deans have, and will continue to be involved in the implementation of FSW's QEP 2022 to ensure appropriate staffing.

Each section of this course will include an embedded librarian to support faculty and students. Faculty librarians and the library Dean Director have been extensively involved in the planning of this initiative, and are currently piloting this initiative in select sections of ENC 1101 and ENC 1102.

Have you discussed the impact(s) with leaders of affected programs, certificates, or departments?\*

#### Activity Log

Angus Cameron

+ Yes

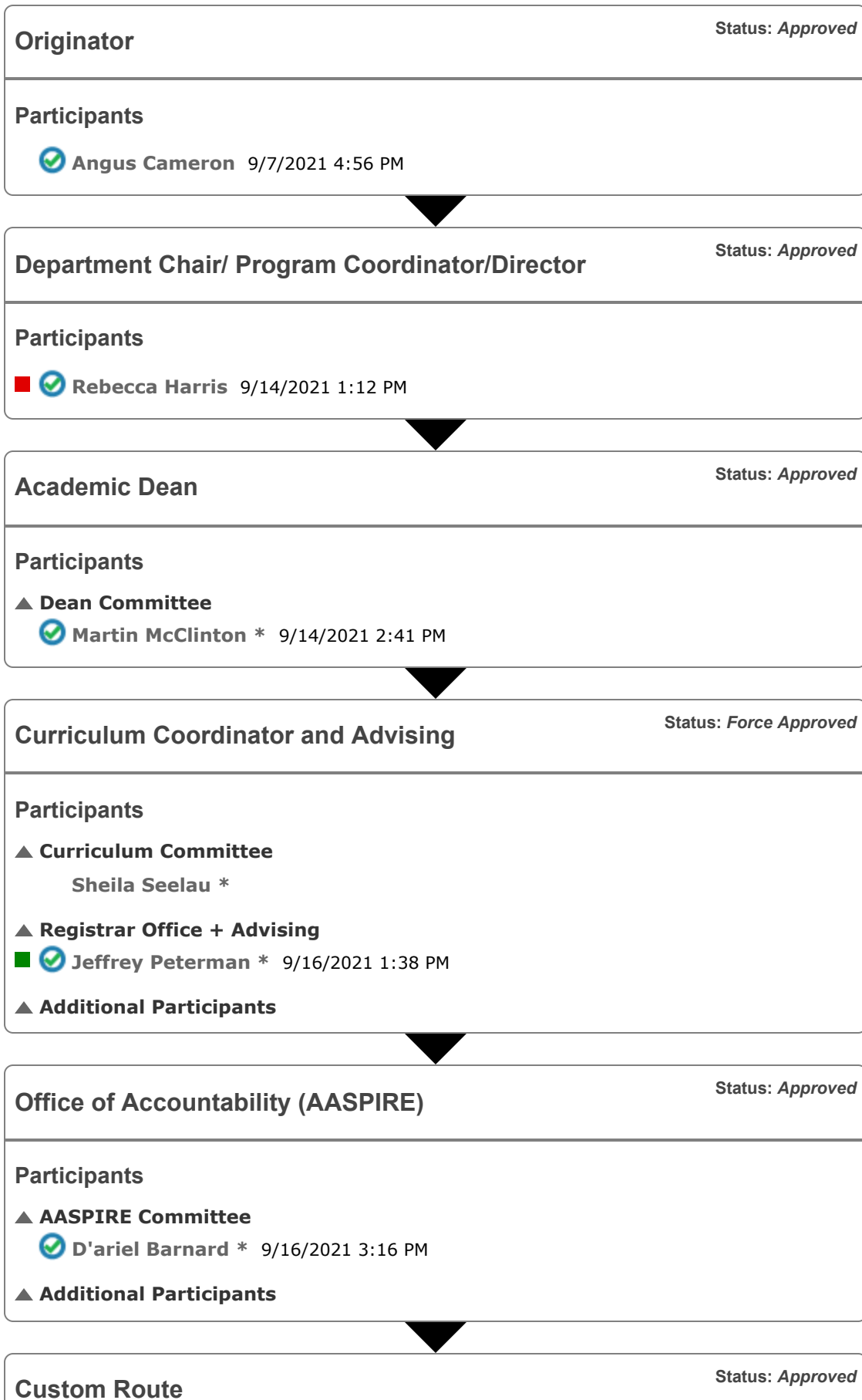
Yes  No  N/A

## Section V: Attachments

List any proposals being submitted that are directly related to this Program/Certificate Change proposal.\*

New course proposal for IDS 2891 was accepted at the September 2021 Curriculum Committee meeting.

# Steps for QEP



**Participants**

▲ **Curriculum Committee**

[Curriculum Committee Oct. 1, 2021 Meeting Agenda](#)

■  Sheila Seelau \* 10/4/2021 5:15 PM



**Provost (Final Signature)**

Status: *Approved*

**Participants**

▲ **Provost Committee**

 Eileen DeLuca \* 10/9/2021 8:54 AM



**Office of Accountability (AASPIRE)**

Status: *Approved*

**Participants**

▲ **AASPIRE Committee**

 D'ariel Barnard \* 10/11/2021 11:25 AM



**Office of the Registrar-Curriculum Coordinator**

Status: *Working*

**Participants**

 Jeffrey Peterman



## Attachments for QEP

**Updated catalog page.docx** (uploaded by Angus Cameron, 9/7/2021 4:29 pm)  
**QEP 21 Brochure Faculty Staff 8321.pdf** (uploaded by Angus Cameron, 9/7/2021 4:31 pm)  
**QEP\_2022\_Executive\_Statement.pdf** (uploaded by Angus Cameron, 9/7/2021 4:31 pm)  
**IDS 2891 draft syllabus v3.docx** (uploaded by Angus Cameron, 9/7/2021 4:34 pm)  
**Detailed implementation timeline.docx** (uploaded by Angus Cameron, 9/7/2021 4:42 pm)  
**Updated catalog page Mark 2.docx** (uploaded by Rebecca Harris, 9/14/2021 1:10 pm)  
**IDS 2891 CREATIVE Capstone - Syllabus effective Spring 2022.pdf** (uploaded by Sheila Seelau, 9/21/2021 1:50 pm)  
**Updated catalog page Mark 3.docx** (uploaded by Rebecca Harris, 9/28/2021 9:00 am)

## Comments for QEP

**Eileen DeLuca**

10/9/2021 8:54 am [Reply](#)

**Congratulations to FSW!**

**Eileen DeLuca**

10/9/2021 8:53 am [Reply](#)

**Thanks to Dr. Harris, Dr. Cameron and all the stakeholders for their great work!!!**

**Sheila Seelau**

10/4/2021 5:15 pm [Reply](#)

**Thank you to everyone who worked on this proposal. Thanks especially to Rebecca Harris for detailed research and explanations. - SSeelau**

**Rebecca Harris**

9/28/2021 9:02 am [Reply](#)

**Final catalog language per Dr. DeLuca, Dr. Harris, and Dr. McClinton:**

**"All incoming degree-seeking students in the Associate in Arts program are required to take and successfully complete IDS 2891 – CREATIVE Capstone after the completion of 30 credits, including (ENC 1101 and 1102) OR (ENC 1101 and SPC 1017), OR (ENC 1101 and SPC 2608). Successful completion is defined as earning a "D" or better in the course. Students enrolled in the Honors Scholar Program may complete IDH 2911 to meet the A.A. Capstone Requirement."**

**Camille Drake-Brassfield**

9/24/2021 2:05 pm [4 Replies](#) | [Reply](#)

On the updated catalog page, under the "60 Credits" heading, the 3rd line seems to be missing a word as it refers to "the Florida Southwestern State College"

**Rebecca Harris**

9/27/2021 10:37 am

This is not our program change language, it was copied directly from the catalog. If you go to [http://catalog.fsw.edu/preview\\_program.php?catoid=15&poid=1451&returnto=1327](http://catalog.fsw.edu/preview_program.php?catoid=15&poid=1451&returnto=1327) you will see the same language in the first paragraph, but it does not apply to our change, which is below.

The change we are making for the Capstone begins on Page 3 with "All incoming degree-seeking students in the Associate in Arts program are required to take and successfully complete IDS 2891 – CREATIVE Capstone after the completion of 30 credits, including (ENC 1101 and 1002) OR (ENC 1001 and SPC 1017), OR (ENC 1101 and SPC 2608). Successful completion is defined as earning a "D" or better in the course."

**Rebecca Harris**

9/27/2021 10:49 am

The catalog change we are making is, in its entirety, as follows:

All incoming degree-seeking students in the Associate in Arts program are required to take and successfully complete IDS 2891 – CREATIVE Capstone after the completion of 30 credits, including (ENC 1101 and 1102) OR (ENC 1101 and SPC 1017), OR (ENC 1101 and SPC 2608). Successful completion is defined as earning a "D" or better in the course. Students who are enrolled in the FSW Honors Program may substitute IDH 2911 for IDS 2891 in order to fulfill the graduation requirement.

**Sheila Seelau**

9/27/2021 2:05 pm

Thank you, Rebecca. We will bring this to Dr. McClinton's attention. - SSeelau

**Sheila Seelau**

9/27/2021 6:23 pm

Catalog page missing link to General Education Program Guide. Fixed by J. Peterman 9/27/2021.

**Camille Drake-Brassfield**

9/24/2021 2:00 pm [1 Reply](#) | [Reply](#)

Michael Messina's name is misspelt on the proposal (names of supporters)

**Sheila Seelau**

9/27/2021 10:19 am

Thanks - fixed.

**Sheila Seelau**

9/21/2021 2:01 pm [3 Replies](#) | [Reply](#)

Catalog page tracked changes are inconsistent with proposal language in section F. Please indicate correct paragraph language and ensure match between proposal and catalog page.

Catalog page revised as:

"All incoming degree-seeking students in the Associate in Arts program are required to take and successfully complete IDS 2891 – CREATIVE Capstone after the completion of 30 credits, including (ENC 1101 and 1002) OR (ENC 1001 and SPC 1017), OR (ENC 1101 and SPC 2608). Successful completion is defined as earning a "D" or better in the course."

**Sheila Seelau**

9/21/2021 2:09 pm

**Proposal Section F:**

2 important phrases appear here but not on revised Catalog page:

The alternate requirement language (of IDS 2891) "OR IDH 2911 Honors Capstone" does not appear on the Catalog page. Will students be able to substitute IDH 2911 for IDS 2891? If so, should these courses be coded as equivalent or mutually exclusive in Banner?

The exemption sentence is missing from the Catalog page:

"Students who enter in or after Academic Year 2022-2023 with more than 45 credits toward the A.A. degree may petition the presiding administrator for an exemption to the program requirement."

Please review, discuss solutions, and revise/advise.

**Rebecca Harris**

9/27/2021 10:45 am

I have revised the catalog page (now Updated Catalog Page Mark 3) to reflect the IDH substitution for FSW Honors Program students. I will leave the banner coding question to Jeffrey and Keith, but it need not be part of the curriculum committee discussion. The updated language is as follows:

"All incoming degree-seeking students in the Associate in Arts program are required to take and successfully complete IDS 2891 – CREATIVE Capstone after the completion of 30 credits, including (ENC 1101 and 1102) OR (ENC 1101 and SPC 1017), OR (ENC 1101 and SPC 2608). Successful completion is defined as earning a "D" or better in the course. Students who are enrolled in the FSW Honors Program may substitute IDH 2911 for IDS 2891 in order to fulfill the graduation requirement."

As for the exemption language, that will go under Registration and Academics and Academic Policies, like the SLS 1515 exemption language. As you can see at [http://catalog.fsw.edu/preview\\_program.php?catoid=15&poid=1451&returnto=1327](http://catalog.fsw.edu/preview_program.php?catoid=15&poid=1451&returnto=1327), that language does not appear on the A.A. catalog page for SLS 1515. We are doing the same for the capstone to ensure consistency.

**Sheila Seelau**

9/27/2021 2:01 pm

Catalog page amended by RHarris & checked by SSeelau 9/27/2021.

**Sheila Seelau**

9/21/2021 1:35 pm [1 Reply](#) | [Reply](#)

I added this note regarding the change in Banner coding to the proposal under Section A: Change School or Department, and checked box A in the Proposed Changes section.  
9/21/21 SSeelau

**Sheila Seelau**

9/21/2021 1:35 pm

Sorry, I meant to reply to Rebecca's comment below.

**D'ariel Barnard**

9/16/2021 2:01 pm [1 Reply](#) | [Reply](#)

requested by Curriculum Coordinator

**Sheila Seelau**

9/21/2021 1:44 pm

approved by Team AASPIRE 9/16/2021

**Jeffrey Peterman**

9/16/2021 1:39 pm [1 Reply](#) | [Reply](#)

CC should not be on this step

**Sheila Seelau**

9/21/2021 1:43 pm

fixed

**Jeffrey Peterman**

9/16/2021 1:39 pm [1 Reply](#) | [Reply](#)

Curriculum Committee was mistakenly added to this step.

**Sheila Seelau**

9/21/2021 1:41 pm

Custom Route created to Curriculum Committee following CC&A review group by JP  
9/16/2021.

**Jeffrey Peterman**

9/16/2021 1:32 pm [1 Reply](#) | [Reply](#)

The below comment is for the AA catalog page portion:

Beginning in AY 2022-2023, All incoming degree-seeking students who have earned fewer than 45 credits are required to take and successfully complete IDS 2891 – CREATIVE Capstone after the completion of 30 hours....

It is also recommended that AY be changed to "Academic Year"

**Sheila Seelau**

9/21/2021 1:40 pm

done

**Jeffrey Peterman**

9/16/2021 1:29 pm [2 Replies](#) | [Reply](#)

The below comment is for the AA catalog page portion:

**Beginning in AY 2022-2023, All incoming degree-seeking students who have earned fewer than 45 credits are required to take and successfully complete IDS 2891 – CREATIVE Capstone after the completion of 30 hours....**

**It is also recommended that AY be changed to "Academic Year"**

**Sheila Seelau**

9/21/2021 1:36 pm

done by RH

**Sheila Seelau**

9/21/2021 1:39 pm

**Jeffrey Peterman and Sheila Seelau changed AY to Academic Year, and 22-23 to 2022-2023 in two sentences in section F.**

**Jeffrey Peterman**

9/16/2021 11:36 am [1 Reply](#) | [Reply](#)

**All incoming degree-seeking students**

**Advise that this be removed b/c we have students changing catalog so this should apply also.**

**Sheila Seelau**

9/21/2021 1:43 pm

**Following discussion on 9/16/2021, Angus Cameron changed first line in section F from "all incoming degree-seeking students to "all incoming Associate in Arts students."**

**Rebecca Harris**

9/8/2021 9:50 am [1 Reply](#) | [Reply](#)

**As stated on the IDS 2891 proposal, Dr. McClinton, Jeffrey Peterman, and I have agreed to change the Banner coding on IDS 2891 and on the program as follows.**

**Department: ACAP (AA Capstone)  
Division: TDS (Transdisciplinary Studies)**

**Sheila Seelau**

9/21/2021 1:36 pm

**I added this note regarding the change in Banner coding to the proposal under Section A: Change School or Department, and checked box A in the Proposed Changes section. 9/21/21 SSeelau**

## Signatures for QEP

There are no signatures required on this proposal.

## **Crosslistings for QEP**

**QEP (parent proposal)**

**This proposal does not have any active crosslisted proposals.**

## Decision Summary for QEP

Office of the Registrar-Curriculum Coordinator

Status: *Working*

### Step Summary

This step requires **100%** approval from all participants to move forward.

#### Participants

 Jeffrey Peterman

#### Totals

Users Approved: *0*

Users Rejected: *0*



