



Curriculum Committee Summary Report

December 3, 2021

1:00 pm – 3:30 pm

Zoom: <https://fsw.zoom.us/j/89141673654>

Corrections to agenda and amended items appear in green font.

Meeting Minutes headings appear in blue font.

Notifications appear in red font. Notifications include clarifications of intent and application, as well as reminders that further action(s) may be required.

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| CHAIR | Dr. Sheila Seelau |
| VICE CHAIR | Professor Kelsea Cid |

Agenda Item Summary

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| Information Items |
| 1 Memo of Exception: F.A.C. 6A-10.02413 Civic Literacy Competency requirement (Rule amendment effective Fall 2021 for AA and baccalaureate programs) |
| 2 Syllabus Change: PHI 2010 Introduction to Philosophy (Effective Fall 2022) |
| Action Items: Course Discontinuations (Effective Fall 2022) |
| 3 Course Discontinuation: NUR 1022 Fundamentals of Nursing - AS |
| 4 Course Discontinuation: NUR 1022L Fundamentals of Nursing Clinical - AS |
| 5 Course Discontinuation: NUR 1023L Fundamentals of Nursing Practicum - AS |
| 6 Course Discontinuation: NUR 2244C Nursing Concepts: Families in Crisis – Complex Health Problems |
| 7 Course Discontinuation: NUR 1060 Health Assessment - AS |
| 8 Course Discontinuation: NUR 2810 Professional Issues and Role Development - AS |
| Action Items: New Course and New Certificate (Effective Fall 2022) |
| 9 New Course: CJE 2160 Human Diversity within Public Safety |
| 10 New Certificate: Homeland Security Specialist CCC |

Attendance

| FACULTY MEMBER | Present/Absent | Voting Proxy |
|---|-----------------------|---------------------|
| Sheila Seelau, Chair | P | |
| Kelsea Cid, Vice Chair | P | |
| Jeremy Pilarski | P | |
| David Evans, Jr. | P | |
| Moffett, Randy (new SoAHSS representative) | P | |
| Dani Peterson | P | |
| Alisa Callahan | P | |
| Bill Van Glabek | P | |
| Julia Kroeker | P | |

| FACULTY MEMBER | Present/Absent | Voting Proxy |
|---|----------------|--------------|
| June Davis | P | |
| Marsha Weiner | P | |
| Angus Cameron | A | Kelsea Cid |
| Tina Churchill | P | |
| Commendatore, Eric (new SoPAS representative) | P | |
| Anthony Valenti | P | |

| EX OFFICIO MEMBER | Present/Absent | Representative (non-voting) |
|-----------------------|----------------|--------------------------------------|
| Deborah Teed | P | |
| Tim Maricle | P | New position: Assistant Registrar |
| Joseph Van Gaalen | P | |
| Donna Hartmann-Turner | P | |
| Brenda Knight | P | |
| April Falso | P | |
| Rytlewski, Jenna | P | New Academic Advising representative |
| Christy Gilfert | P | |
| Andrae Jones | P | |
| McClinton, Martin | P | |

I. INFORMATION ITEMS

A. MEMORANDUM

| | | |
|---|---|--|
| INFORMATION ITEM | 1 | |
| Type of proposal | Info Item: Memo of Exception | |
| Presenter | Dr. Eileen DeLuca or Dr. Martin McClinton | |
| F.A.C. 6A-10.02413 Civic Literacy competency requirement | Effective Date: Fall 2021 | |
| Summary | <p>Addendum to Florida Administrative Code 6A-10.02413 states that "prior to the award of the associate in arts or the baccalaureate degree, students initially entering a Florida College system institution in the 2021-2022 academic year, and thereafter, must demonstrate competency in civic literacy by achieving a passing score on the Florida Civic Literacy Exam and by successfully passing a course." [Prior to addendum, either a course or exam would satisfy the requirement.] FSW courses that fulfill the civic literacy requirement are AMH 2020 History of the U.S. Since 1877, and POS 2041 American National Government. Alternative assessments and passing scores are listed in the memo.</p> <p>Attachment: Email PDF - Memo from Dr. McClinton, approved by Dr. DeLuca.</p> | |

Meeting Minutes:

- This Memo will be enacted with an Addendum to the 2021-2022 Course Catalog.
- All affected (AA and baccalaureate) students who entered FSW degree programs in Fall 2021 and are graduating in December 2021 or May 2022 have been advised of this graduation requirement.
- SoAHSS added AMH 2020 and/or POS 2041 course sections to Fall 2021 B Term for affected students planning to graduate in December 2021.
- Sections of AMH 2020 and POS 2041 will be offered in Spring 2022 as well.
- **By this Memo, the pending catalog addendum noting the CL-course-PLUS-exam graduation requirement for AA and baccalaureate degree programs will be applied to the following pages:**
 - **Academic Policies and Procedures Relating to Students** [Other Academic Policies - Civic Literacy Competency Requirement]
 - **Associate in Arts, AA** [Required General Education Courses for the Associate in Arts – footnote to Social Science General Education Courses; Other Associate in Arts Information and Requirements – Civic Literacy Competency Requirement]
 - **General Education Program Guide** [Required General Education Courses for the Associate in Arts or Baccalaureate degree – Social Sciences General Education Courses footnote; Social Sciences Category – parenthetical with section title, and Core Social Sciences General Education Courses section]
 - **Graduation Requirements** [Associate Degrees and Certificate Programs; Baccalaureate Degrees]
- **All changes to individual program catalog pages must be submitted to Curriculum Committee for approval.** Revised catalog pages for BS and BAS programs must accompany Program Change Proposals submitted via Curriculog (due 12/6/2021). These proposals will be heard at the Feb. 4, 2022 Curriculum Committee meeting. Following approval, revisions will take effect in the 2022-2023 catalog.
- **All AS program directors/coordinators and deans have been advised by Provost's Office that application of the Civic Literacy graduation requirement to AS programs is anticipated for Fall 2022.** Anticipatory language is being inserted into AS Program Change Proposals, due in Curriculog by 12/6/2021, to be heard at the 2/4/2022 CC meeting.

Post-Meeting Discussion – Applicants to baccalaureate programs for Fall 2022 start

- Summary of post-meeting discussion with SOHP representative Marsha Weiner re: AS Nursing students applying to the BSN program for Fall 2022 start:
 - *Civic Literacy is a graduation requirement for AA and baccalaureate programs.* Therefore, the graduation requirement notification above was directed at students graduating from AA and baccalaureate programs in Dec. 2021 and May 2022. All other students will be referred to the pending catalog addendum.
 - **The amended Civic Literacy graduation requirement *does not* apply to current AS students. However, those applying to the BSN program (and other FSW baccalaureate programs) for Fall 2022 admission may be advised to enroll in AMH 2020 or POS 2041 in Spring 2022.**
 - BSN Admission Requirements specify successful completion of "36 college credits of General Education coursework corresponding with the GE Program Guide [GEPG] and RN to BSN Program Specific Prerequisite Courses." The two courses that fulfill the CL requirement (AMH 2020 and POS 2041) are GE Core Social Sciences that may be listed within the

required 36 credit hours of GE. However, the requirement to demonstrate competence in civic literacy through course and exam may be fulfilled at any time prior to graduation.

- o Baccalaureate program directors/coordinators should discuss this issue with deans/VPs and determine whether/how to notify current students, including students in AS programs who intend to apply for admission to baccalaureate programs in Fall 2022.

B. SYLLABUS CHANGES

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| INFORMATION ITEM | 2 | |
| Type of proposal | Info Item: Syllabus Changes | |
| Presenter | Sarah Lublink | |
| PHI 2010 Introduction to Philosophy | Effective Date: Fall 2022 | |
| Summary | Amended course learning outcomes to support GE integral and supplemental competencies more clearly and to facilitate assessment. | |
| Attachments for meeting: | Track-changed syllabus (11/3/21). | |
| | Erroneous agenda summary amended 12/3/2021. | |
| | All reviewer Comments addressed at meeting. | |
| Summary Report Attachment: | Finalized syllabus for Fall 2022, dated 12-6-2021. All tracked changes have been accepted. Ready for admin to lock. Please hold for 2022-2023 Document Manager. | |

II. ACTION ITEMS: COURSE DISCONTINUATIONS

A. NURSING – Course Discontinuations associated with prior ASN Curriculum

Meeting Minutes:

All Nursing courses proposed for discontinuation at this meeting were part of a prior AS Nursing curriculum that was replaced in AY 2016-2017. All courses were taught out between Spring 2016 and Fall 2017 and may be removed from the active course inventory (e.g., registration rolls).

Attachments that support all 6 proposals accepted at this meeting will be archived:

- ASN Course Sequence ENTRY FULLTIME [2015 Curriculum]
- ASN Course Sequence ENTRY PART TIME [2015 Curriculum]
- ASN Course Sequence LPN TRANSITION [2015 Curriculum]
- ASN Enrollment Tracking F16-Sp18 [2016-18 Curriculum turnover]
- ASN Faculty Staff Meeting Minutes 10-8-2021 Final [Verifies discussion of discontinuations]
- ASN Faculty Staff Mtg Attendance 10-8-21 [Voting record]
- 2021-2022 Catalog NUR Courses [active] – [Shows currently active courses]
 - o 2021-2022 Catalog 9-20-21 NUR Discontinuations marked (also includes courses to be presented for discontinuation at a future CC meeting)

Items 3 & 4 are linked.

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| ACTION ITEM | 3 |
| Type of proposal | Course Discontinuation |
| Presenter | Prof. June Davis |

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| NUR 1022 Fundamentals of Nursing - AS | Effective Date: Fall 2022 |
| Summary | |
| This course was part of a previous ASN curriculum that is no longer in use. Course was taught out in Spring 2016 and replaced in Fall 2016. | |
| Attachment: Impact report – NUR 1022L (also discontinuing) | |
| CURRICULUM ACTION | |
| <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Minor Corrections <input type="checkbox"/> Proposal Postponed <input type="checkbox"/> Proposal Denied | |
| Motion to approve: Van Glabek, Second: Peterson, Callahan. Unanimous vote to accept. Corequisite NUR 1022L also discontinued at this meeting (Item 4). | |
| Summary Report attachment: Impact report. | |

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| ACTION ITEM | 4 |
| Type of proposal | Course Discontinuation |
| Presenter | Prof. June Davis |
| NUR 1022L Fundamentals of Nursing Clinical - AS | Effective Date: Fall 2022 |
| Summary | |
| This course was part of a previous ASN curriculum that is no longer in use. Course was taught out in Spring 2016 and replaced in Fall 2016. | |
| Attachment: Impact report – NUR 1022 (also discontinuing) | |
| CURRICULUM ACTION | |
| <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Minor Corrections <input type="checkbox"/> Proposal Postponed <input type="checkbox"/> Proposal Denied | |
| Motion to approve: Van Glabek, Second: Peterson, Callahan. Unanimous vote to accept. Corequisite NUR 1022 also discontinued at this meeting (Item 3). | |
| Summary Report attachment: Impact report. | |

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| ACTION ITEM | 5 |
| Type of proposal | Course Discontinuation |
| Presenter | Prof. June Davis |
| NUR 1023L Fundamentals of Nursing Practicum - AS | Effective Date: Fall 2022 |
| Summary | |
| This course was part of a previous ASN curriculum and has been taught out. | |
| Attachments: Impact report (no course impacts) | |
| CURRICULUM ACTION | |
| <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Minor Corrections <input type="checkbox"/> Proposal Postponed <input type="checkbox"/> Proposal Denied | |
| Motion to approve: Van Glabek, Second: Evans. Unanimous vote to accept. | |
| Summary Report attachment: Impact report. | |

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| ACTION ITEM | 6 |
| Type of proposal | Course Discontinuation |
| Presenter | Prof. June Davis |

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| NUR 2244C Nursing Concepts: Families in Crisis – Complex Health Problems | Effective Date: Fall 2022 |
| Summary | |
| This course was designed for a previous ASN curriculum that is no longer in use. Course never enrolled and has been replaced. | |
| Attachments: Impact report (no impacts) | |
| CURRICULUM ACTION | |
| <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Minor Corrections <input type="checkbox"/> Proposal Postponed <input type="checkbox"/> Proposal Denied | |
| Motion to approve: Van Glabek , Second: Evans . Unanimous vote to accept. | |
| Summary Report attachment: Impact report. | |

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| ACTION ITEM | 7 |
| Type of proposal | Course Discontinuation |
| Presenter | Prof. Janice Cousino or June Davis |
| NUR 1060 Health Assessment - AS | Effective Date: Fall 2022 |
| Summary | |
| This course was part of a previous ASN curriculum and has been taught out. | |
| Attachments: Impact report (no course impacts) | |
| CURRICULUM ACTION | |
| <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Minor Corrections <input type="checkbox"/> Proposal Postponed <input type="checkbox"/> Proposal Denied | |
| Motion to approve: Van Glabek , Second: Evans . Unanimous vote to accept. | |
| Summary Report attachment: Impact report. | |

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| ACTION ITEM | 8 |
| Type of proposal | Course Discontinuation |
| Presenter | Prof. Janice Cousino or June Davis |
| NUR 2810 Professional Issues and Role Development - AS | Effective Date: Fall 2022 |
| Summary | |
| This course was part of a previous ASN curriculum and has been taught out. | |
| Attachments: Impact report (no impacts) | |
| CURRICULUM ACTION | |
| <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Minor Corrections <input type="checkbox"/> Proposal Postponed <input type="checkbox"/> Proposal Denied | |
| Motion to approve: Van Glabek , Second: Evans . Unanimous vote to accept. | |
| Summary Report attachment: Impact report. | |

III. ACTION ITEMS: NEW COURSE and NEW CERTIFICATE PROPOSALS

A. HOMELAND SECURITY - NEW COURSE & NEW CERTIFICATE PROPOSAL (Items 9 & 10)

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| ACTION ITEM | 9 |
| Type of proposal | New Course |
| Presenter | Prof. Brian O'Reilly |

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| CJE 2160 Human Diversity within Public Safety | Effective Date: Fall 2022 |
| Summary: | |
| This course introduces students to human diversity issues within public safety and the criminal justice system. Students will examine human resources within public safety; minority recruitment programs; community relations; cultural and ethnic differences in society; prejudice, discrimination, and racism; psychological concepts of motivation and basic needs; criminal justice ethics; and the impact of internal and external controls on criminal justice professionals. | |
| Attachments for meeting: Impact report (null), SCNS approval (11-12-21), Syllabus 11-29-2021* | |
| Additional attachments: Review notes 10/26; Emails supporting proposal and syllabus revisions (11/11, 11/15/21); Review notes Set 2 11/24/21. | |
| *All Set 2 review comments have been addressed on 11-29-21 syllabus and proposal. All language and punctuation now match. | |
| Course Prefix error on agenda corrected 12/3/21. | |
| CURRICULUM ACTION | |
| <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Minor Corrections <input type="checkbox"/> Proposal Postponed <input type="checkbox"/> Proposal Denied | |
| Motion to approve: Callahan; Second: Davis. Unanimous vote to accept. | |
| Course to be part of Homeland Security Specialist CCC – New Certificate Proposal also approved at this meeting (Item 10). | |
| Summary report attachments: Impact report, SCNS approval, and Syllabus for Fall 2022 dated 11-29-2021. Syllabus ready for admin to lock and hold for 2022-2023 Document Manager. | |

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| ACTION ITEM | 10 |
| Type of proposal | New Program or Certificate |
| Presenter | Prof. Brian O'Reilly |
| Homeland Security Specialist CCC | Effective Date: Fall 2022 |
| Summary: | |
| The Public Safety & Criminal Justice department proposes this Homeland Security Specialist Certificate, which "prepares students to work in law enforcement, homeland security, private/industry security, and other criminal justice, legal or public service-related fields." It also "provides supplemental training for persons previously or currently employed in these occupations who are seeking incentive benefits, additional skills, promotions, or career enhancement." This Certificate proposal is supported by the Criminal Justice, Crime Scene Technology, and Public Safety Administration Advisory Committee, which includes representatives from regional law enforcement and public service agencies. | |
| Three courses (9 credit hours) are required, including new course CJE 2160 (on this agenda). Students who complete this certificate may continue into the Criminal Justice Technology AS degree program. Current faculty are credentialed to teach all associated courses, and no new resources are needed. | |
| Attachments for meeting: Catalog program page (11-24-21), FLDOE 2021-2022 Curriculum Framework, Course-to-Framework Map. | |
| Additional attachments: Advisory Committee meeting minutes, starting pay documents. | |
| CURRICULUM ACTION | |
| <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Minor Corrections <input type="checkbox"/> Proposal Postponed <input type="checkbox"/> Proposal Denied | |

Motion to approve: Van Glabek; second: Davis. Unanimous vote to accept.

Summary report attachment: [Catalog page \(Final 12-6-21\)](#), FLDOE Curriculum Framework 2021-2022, Course-to-Framework map.

IV. COMMITTEE BUSINESS

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| COMMITTEE BUSINESS | 1 |
| Presenter | Sheila Seelau |
| Curriculum Calendar update: January & February 2022 Meeting Agendas | |
| Summary: | |
| <p>Curriculum Calendar, 2021-2022 has been updated to reflect an executive decision made in consultation with Dr. DeLuca. The revised calendar was distributed with the Curriculum Committee meeting agenda for 12/3/2021.</p> <p>Program/Certificate Change Proposals reflecting FAC amendments will be heard at the February 4, 2022 meeting rather than the January 7 meeting. This allows additional time necessary for proposal preparation and reviews.</p> <p>Other proposals submitted in Curriculog by the December 6 deadline which have been reviewed by all parties and are ready to be heard will be placed on the January 7 meeting agenda.</p> <p>All remaining proposals in various steps of the review process will be considered for the March 4 or April 1 meeting.</p> | |

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| COMMITTEE BUSINESS | 2 |
| Presenter | Sheila Seelau |
| Process for Program/Certificate Change Proposals reflecting F.A.C. updates | |
| Summary: | |
| <p>Drs. DeLuca and Seelau are meeting with Vice Provosts, deans, chairs, program directors/coordinators, faculty curriculum proposal originators, and Student Affairs representatives to draft track-changed program/certificate catalog pages that integrate F.A.C. amendments to General Education course requirements (AS programs, 2022-2023) and the Civic Literacy requirement (AA, baccalaureate programs for 2021-22; anticipated for AS programs, 2022-2023). Standardized language and catalog page formatting have been developed during these meetings. Faculty tasked with submitting curricular proposals that reflect these state mandates should consult with their Chair or Program Director/Coordinator and Dean for approved catalog language and format. Deans will consult with Vice Provosts to resolve questions.</p> <p>Faculty must originate all curricular proposals. Chairs, Program Directors/Coordinators, and Deans provide guidance and relevant resources (e.g., FL DOE/FAC rules and requirements, SCNS search, SACSCOC guidelines, Common Prerequisites Manual). The CC Chair will assign a committee representative to assist with proposal submission to Curriculog.</p> <p>Once catalog pages are drafted, faculty may begin building Program/Certificate Change Proposals in Curriculog. The amended catalog page must be uploaded as an attachment to the proposal. All changes to the catalog page must be described and justified in appropriate fields on the curricular proposal. Please see Canvas: Curriculum Committee course for Curriculog and proposal submission instructions. Faculty originators may draft, save, and launch their proposals, but are asked</p> | |

NOT to enter an approval decision (to move the proposal into the review workflow) until after consultation with the CC Chair.

CC representatives are tasked with assisting originators to build the curricular proposal, ensuring correct placement of information into proposal fields, providing justification language, and advising on necessary attachments. Instructions and examples were provided to CC members at the December CC meeting. An instruction sheet for Program Change Proposals with guidelines for catalog page language is appended to this summary report.

CC representatives are asked to devote 1-2 hours to Zooming with these proposal originators over the next two weeks. This should ensure that all proposals are ready for Originator approval and review by chairs, PDs, and deans before the holiday break.

Finalized proposals and associated documents:

All finalized Curriculog proposals and attachments listed above are appended to the Summary Report distribution email in a zip file.

All documents have been converted to pdf format **except syllabi**, which must be locked in Word format for loading into the Document Manager at the appropriate time. Please note the effective dates that indicate when each proposal may be made public in the Document Manager.

Curriculum Business items are repeated from the agenda as a reminder.

Curriculog proposals and all supporting materials that were submitted for review will be archived by the Assistant Registrar.

The Curriculum Committee Agenda (as amended) and Summary Report will be uploaded to the Document Manager: Academic Affairs > Standing Committees > Curriculum Committee folder.

Respectfully submitted,

Sheila M. Seelau, Ph.D.
Professor of Psychology
Chair, Curriculum Committee

12/6/2021