

Fw: CVT 2920 change of credits AND contact hours

Sheila Seelau <Sheila.Seelau@fsw.edu>

Thu 5/5/2022 3:10 PM

To: Timothy J. Maricle <Timothy.Maricle@fsw.edu>

Cc: Kelsea Cid <kelsea.cid@fsw.edu>

Tim,

I see that the CVT 2920 proposal is no longer in Curriculog.

Please save this email series as a pdf and attach to your records. I will do the same.

Proposal revision:**C G. Change Contact Hours (Faculty Load)**

G. Change Contact Hours (Faculty Load)

*Please use "From/To" format.***From: 2****To: 3**

Thank you,

Sheila Seelau

Chair, Curriculum Committee

From: Sheila Seelau <Sheila.Seelau@fsw.edu>**Sent:** Thursday, May 5, 2022 3:04 PM**To:** Eileen DeLuca <Eileen.DeLuca@fsw.edu>; Nicole Cobb <Nicole.Cobb@fsw.edu>; Tami Such <Tami.Such@fsw.edu>**Cc:** Timothy J. Maricle <Timothy.Maricle@fsw.edu>; Kelsea Cid <kelsea.cid@fsw.edu>**Subject:** Re: CVT 2920 change of credits AND contact hours

Thank you, Dr. DeLuca.

Tim, I will enter the appropriate info into the proposal field and attach this email series as a pdf.

Sheila

From: Eileen DeLuca <Eileen.DeLuca@fsw.edu>**Sent:** Thursday, May 5, 2022 2:01 PM**To:** Sheila Seelau <Sheila.Seelau@fsw.edu>; Nicole Cobb <Nicole.Cobb@fsw.edu>; Tami Such <Tami.Such@fsw.edu>**Cc:** Timothy J. Maricle <Timothy.Maricle@fsw.edu>; Kelsea Cid <kelsea.cid@fsw.edu>**Subject:** RE: CVT 2920 change of credits AND contact hours

Approved.

From: Sheila Seelau <Sheila.Seelau@fsw.edu>
Sent: Thursday, May 05, 2022 1:00 PM
To: Nicole Cobb <Nicole.Cobb@fsw.edu>; Tami Such <Tami.Such@fsw.edu>; Eileen DeLuca <Eileen.DeLuca@fsw.edu>
Cc: Timothy J. Maricle <Timothy.Maricle@fsw.edu>; Kelsea Cid <kelsea.cid@fsw.edu>
Subject: Re: CVT 2920 change of credits AND contact hours
Importance: High

Nikki and Tami,

Thanks for your quick replies. I get why this was confusing! I'm just surprised it took us so long to figure out we were confused.

To get Dr. DeLuca caught up, there is an issue with the change of credits vs. contact hours on the Course Change proposal for CVT 2920. Nikki intended both to increase from 2 to 3 hours. I interpreted the proposal as referring only to a change in credit hours. Here's the source of confusion:

F. Change Course Credits or Clock Hours

"Change of course credits from 2 semester hours to 3 semester hours."

G. Do the contact hours differ from the course credits?

"No" radio button selected

Once you changed the credits from 2 to 3, you answered "No" to indicate that the contact hours *should not* differ from the course credits *after the credits were changed*, right?

But because the contact hours were originally set at 2 (matching the original number of credits), you should *also* have marked a *change of contact hours* for the question below and explained that contact hours should change from 2 to 3 to match the credit hour change.

G. Change Contact Hours (Faculty Load)

G. Change Contact Hours (Faculty Load)

Please use "From/To" format.

[This was left blank]

If I've got this straight now, your intention was to change both credit and contact hours from 2 to 3. Given this was essentially a misinterpretation of intent, and other reviewers may have interpreted your intent correctly, I'm comfortable approving this change retroactively with Dr. DeLuca's permission.

Dr. DeLuca, do you agree? Will you approve changing the contact hours from 2 to 3 with this email? It is in Curriculog at Tim's step, waiting for resolution of this issue.

Thanks to Tim for pointing out the discrepancy, and thanks to Nikki and Tami for explaining what they meant to do. This shows us a point of confusion on the proposal forms. Kelsea and I will make a note to clarify this section for next year.

Sheila

Sheila M. Seelau, Ph.D.

Professor of Psychology
Chair of Curriculum Committee
Florida SouthWestern State College
Lee Campus, Hendry Hall, K-224
(239) 489-9045 (Lee ext. 11045)

From: Nicole Cobb <Nicole.Cobb@fsw.edu>
Sent: Wednesday, May 4, 2022 4:25 PM
To: Tami Such <Tami.Such@fsw.edu>; Sheila Seelau <Sheila.Seelau@fsw.edu>
Subject: Re: CVT 2920

Dr. Such & Sheila,

Forgive me for being so forward but I assumed this just went hand in hand. If you increase the credit hours then the load hours would also increase. Please be patient with me as I still continue to learn what all is involved with curriculum changes. Would a memo of exception be acceptable for now with the plan for me to put in another curriculog request? I have greatly appreciated your help!

Sincerely,
Nikki

Dr. Nikki Cobb EdD, MAT, BA, RCIS
Program Director, Cardiovascular Technology
School of Health Science Professions

Florida SouthWestern State College
8099 College Parkway, A-124
Fort Myers, FL 33919
Email: ncobb@fsw.edu
Office: 239-489-9430, Direct: 11430
Cell: 864-992-5447

From: Tami Such <Tami.Such@fsw.edu>
Sent: Wednesday, May 4, 2022 3:38 PM
To: Nicole Cobb <Nicole.Cobb@fsw.edu>
Subject: FW: CVT 2920

Nikki,
Given the course content and hours the course will meet will be increasing, I do think that the faculty load should also increase to 3 credits. I am unsure why this is not understood based upon Sheila's message, question F formalized the change of credits, and question G should have resulted in the load also increasing in my mind. What are your thoughts? Feel free to reply all to clarify for Sheila if you also agree with my thoughts on this otherwise we can discuss this further.
I hope all is well!
Best Regards,
Tami

Dr. Tami Such PhD, RNC-OB
 Dean, School of Health Professions
 School of Health Professions - Office Of The Dean
 8099 College Parkway
 Office A-135
 Fort Myers, FL 33919
 Phone: (239)489-9296 Ext 11296 (Office), (218)205-6380 (Cellular)
Tami.Such@FSW.edu

From: Sheila Seelau <Sheila.Seelau@fsw.edu>
Sent: Wednesday, May 4, 2022 12:10 PM
To: Timothy J. Maricle <Timothy.Maricle@fsw.edu>; Nicole Cobb <Nicole.Cobb@fsw.edu>
Cc: Tami Such <Tami.Such@fsw.edu>; Kelsea Cid <kelsea.cid@fsw.edu>
Subject: Re: CVT 2920

Tim,

Good question. Although the CVT 2920 Course Change proposal increased the credit hours (clock hours) from 2 to 3, it did NOT include changing the contact hours (faculty load), which remain at 2. I can't find notes of anyone mentioning this in Curriculog reviews or at the meeting.

I'm running this question up to Dr. Cobb and Dr. Such to clarify the intent of the change, and to discuss the contact hour implications.

CVT 2920 Curriculog proposal section in question:

- **F. Change Course Credits or Clock Hours**
 F. Change Course Credits or Clock Hours
 Change of course credits from 2 semester hours to 3 semester hours.
Please use "From/To" format. Please type "X credits" or "X clock hours."
- Note: If this change will affect the total number of credits for a program or certificate, a **Program/Certificate Change Proposal** is also required.
- **G. Change Contact Hours (Faculty Load)**
 G. Change Contact Hours (Faculty Load)
Please use "From/To" format.
- **G. Do the contact hours differ from the course credits?**
 G. Do the contact hours differ from the course credits? Yes radio button unselected
 G. Do the contact hours differ from the course credits? No radio button selected
- **G. If yes, please explain.**
- **Justification for all proposed changes***
 Justification for all proposed changes*
 Change of course credit from 2 semester hours to 3 semester hours to allow for expansion of content to include preparation for Registered Cardiovascular Invasive Specialist (RCIS) credentialing exam.
 Course Description and Topic Outline amended to include the additional coverage.

Provide reasons for EACH proposed change marked above: Why is it needed and how will it benefit students?

-

You will need to leave the contact hours at 2. This type of substantive change requires Curriculum Committee approval so can't be adjusted without paperwork. We would need either another Course Change proposal (which would not go into effect until 2023) or a Memo of Exception for a Fall 2022 change, approved by the Provost.

Sheila

Sheila M. Seelau, Ph.D.
Professor of Psychology
Chair of Curriculum Committee
Florida SouthWestern State College
Lee Campus, Hendry Hall, K-224
(239) 489-9045 (Lee ext. 11045)

From: Timothy J. Maricle <Timothy.Maricle@fsw.edu>
Sent: Wednesday, May 4, 2022 9:37 AM
To: Sheila Seelau <Sheila.Seelau@fsw.edu>
Subject: RE: Gen. Ed. Program Guide

Another question...

CVT 2920 was changed from a 2 credit to a 3 credit course. Typically the faculty Contact hours match the credit hours. However, on the proposal for this course change there is no change listed for the Contact hours. Should I adjust them to 3 as I did for credit hours or should I leave them at 2?

Tim Maricle, EdM
Assistant Registrar
Adjunct Professor - Cornerstone Experience
Phone: 239-489-9228

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