

**I. Meeting Attendance**

Curriculum Members:	DEPT.	Attendance	Motion Key	Proxy
Faculty			Initials/Notes	
Prof. Jeremy Pilarski, Chair	SoAHSS	P	JP	
Dr. David Evans	SoAHSS	P	DE	
Prof. Randy Evans	SoAHSS	P	RE	
Prof. Dani Peterson	SoAHSS	P	DP	
Prof. Alisa Callahan	SoBT	P	AC	
Prof. William Van Glabek	SoBt	P	WVG	
Dr. Terri Ratini	SoED	P	TR	
Prof. Debra Ebaugh	SoHP	P	DEB	
Dr. Marsha Weiner	SoHP	P	MW	

Dr. Eric Commendatore	SoPAS	P	EC	
Dr. Esmael Samalizad	SoHP	P	ES	
Prof. William Stoudt	SoPAS	P	WS	
Prof. Arenthia Herren	Library	P	AH	
Prof. Cindy Quehl	SoPAS	P	CQ	
Prof. Mark Massaro	SoPAS	P	MM	
Prof. Evan Johnson	SoAHSS	P	EJ	

Ex-Officio Members	Representation	Attendance	Notes Key	Proxy
Dr. Rebecca Harris	Academic Affairs	P	RH	
Dr. Martin McClinton	Academic Affairs	P	McC	
Dr. Brenda Knight	Academic Affairs	P	BK	
Jarrod Nuebert	Academic Affairs	P	JN	
Dr. Joseph Van Galen	Academic Affairs	P	JVG	
Mary Font	Academic Affairs	P	MF	
Jenna Rytlewski	Academic Affairs	P	JR	

April Falso	Academic Affairs	P	AF	
Dr. Christy Gilfert	Academic Affairs	P	CG	
Andrae Jones	Academic Affairs	P	AJ	
Dr. Brian Page	Dean	P	BP	

**II. Notes**

**Time:** 1pm–3:30pm

**Chair:** Jeremy Pilarski

**Zoom Link:** <https://fsw.zoom.us/j/85140741270>

**I. AGENDA ITEMS/Notes**

No.	Action	Presenter	Academic Year
1	Memo	Dr. Martin McClinton	2025-2026
<b>Review Notes</b>		<b>Summary</b>	
	<p><b>Summer 2024 Admin. Memo:</b></p> <ol style="list-style-type: none"> <li><u>Institutional General Education</u>: FSW’s State Course Numbering System institution contact was directed to update the State Course Numbering System records for the</li> </ol>		

	<p>courses listed to remove them from FSW’s institutional general education for Fall 2025 onwards.</p> <p>2. <a href="#">International/Diversity Designation</a>: This memo removes the “I/D” designation from FSW courses in SCNS and the FSW catalog per FLDOE directive.</p> <p>3. <a href="#">Course Descriptions</a>: This memo updates the course descriptions for AMH 2091 and ANT 1410 to include the phrase “with an emphasis on historical accuracy” to satisfy state requirements.</p>		
<div style="display: flex; justify-content: space-between;"> <span><b>Decision</b></span> <span><b>Motion</b></span> <span><b>Comments</b></span> </div>			
	<p>NA</p>		<ul style="list-style-type: none"> <li>• <b>MCC</b>: List of classes brought forward. All these courses will removed from the GEN ED. Classes will not count as GEN ED credits.</li> <li>• Remove ID focus, state mandated. Language removed. Removed from course descriptions</li> <li>• Sent course descriptions to state. Some were sent back. Added with an emphasis with historical accuracy.</li> </ul>

No.	Action	Presenter	Academic Year
2	Memo	Dr. Cindy Vaccarino	2025-2026
Summary			

	<p><b>School of Health Professions:</b></p> <p>1. <a href="#">Physical Therapist Assistant</a>: The 2024-2025 catalog page for the Physical Therapist Assistant, AS program states that all courses must be completed with a “C” or better, when the intention was for that to apply only to the student’s prior science courses. This memo updates the 2024-25 catalog to the correct policy, which is that the student must have a 2.75 cumulative GPA, a 2.75 GPA in their science courses, and a “C” or better in all science courses in order to be admitted to the Physical Therapist Assistant, AS program. Eliminate the bullet point “All courses must be completed with a ‘C’ or higher” and replace with “All science courses must be completed with a ‘C’ or higher.”</p>		
	<b>Decision</b>	<b>Motion</b>	<b>Comments</b>
	NA		<ul style="list-style-type: none"> <li>None.</li> </ul>

No.	Action	Presenter	Academic Year
3	Memo	Dr. Libby Schott	2025-2026
Review Notes		Summary	
	<p><b>School of Applied Science:</b></p> <p>1. <a href="#">CLEP/Math Exams</a>: Where external examinations/program such as CLEP, IB, etc. result in awarding credits for MGF1106 by State Rule, the credits should count as toward the Core General Education Math requirement in any FSW degree program.</p>		

	<ol style="list-style-type: none"> <li>2. <a href="#">AS Catalog Page</a>: This memo updates the AS Description with the correct line: “Electives may include SLS 1515, general education Humanities, or general education Social Science to satisfy College Graduation Requirements.”</li> <li>3. <a href="#">BAC and Developmental Math</a>: This memo removes the restriction on baccalaureate students on all MAT classes so that students who are requesting developmental math classes are allowed to register for these courses.</li> </ol>		
Decision		Motion	Comments
	NA		<ul style="list-style-type: none"> <li>• <b>LS:</b> Clarify fit in the right place. With the CLEP Extension. Student who had been out of school for a long time. Remove that restriction. Wants to take class they can,</li> </ul>

No.	Action	Presenter	Academic Year
4.	Information Item	Dr. Mary Myers	2025-2026
Review Notes		Summary	
	<ol style="list-style-type: none"> <li>1. <a href="#">PSAD Courses</a>: This memo adds the DSC (Domestic Security) prefix to the list of courses that can count as electives in the Public Safety Administration degree.</li> <li>2. <a href="#">ISM 3004</a>: This memo updates the Transfer Evaluation Document to make ISM 3004 (FSW) equivalent to ISM 3011 (other area colleges) when pulling courses for transfer.</li> </ol>		

	Decision	Motion	Comments
	NA		<ul style="list-style-type: none"> <li>• <b>MM:</b> Two changes this summer. In the AS degree. Sister colleges in the state. Deemed equivalent, so we do not have to go thorough the Curriculum Committee to make changes.</li> </ul>

No.	Action	Presenter	Academic Year
5.	Information Item	Dr. Mary Myers, Dr. Rushell Hopkins	2025-2026
Review Notes		Summary	
	Faculty who teach CTS1131 and CTS1133 recognized the need to align the course with the new CompTIA A+ certification. This proposal updates the Course Learning Outcomes. <a href="#">CTS 1131 Computer Hardware Course Proposal</a>		
	Decision	Motion	Comments

	NA		<ul style="list-style-type: none"> <li>Mary Myers acted as a proxy for Dr. Rushell Hopkins.</li> </ul>
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No.	Action	Presenter	Academic Year
6.	Information Item	Dr. Brian O'Reilly	2025-2026
Review Notes		Summary	
		<p><b>Criminal Justice and Public Safety:</b></p> <p>The course learning outcomes for six courses were revised to maintain relevance and currency, as well as adapt to new course materials.</p> <p><a href="#">Criminal Justice and Public Safety Administration Course Proposal</a></p> <p>*Note: There is a copy/paste error on the proposal for PAD 4414 in the Topic Outline. The Topic Outline was not updated.</p> <ul style="list-style-type: none"> <li>Learn principles and process of human resource management</li> <li>Understand the human resource functions within an organization</li> <li>Understand the theories of human resource management</li> <li>Identify ethical situations related to human resource management</li> <li>Understand human diversity in relation to human resource management</li> <li>Understand recruitment, selection, and retention of personnel</li> </ul>	



	Decision	Motion	Comments
	NA		<ul style="list-style-type: none"> <li>• <b>DEB:</b> Language may have to change. Human diversity in relation. Catch 22. We had to change NCLEX and course outcomes with the word diversity despite coming from state frameworks.</li> <li>• <b>MW:</b> We used social determinants of health. This is a state language, and we used multicultural differences. We used “multicultural differences.”</li> <li>• <b>RH:</b> Change to cultural differences.</li> </ul>

No.	Action	Presenter	Academic Year
7.	Information Item	Prof. Cristy Estes	2025-2026
<b>Review Notes</b>		<b>Summary</b>	

<ul style="list-style-type: none"> <li>• Link is incorrect. Outcomes embedded in the Summary.</li> </ul>	<p>Social and Human Services:</p> <p>The learning outcomes in six courses in the AS, Social and Human Services degree are being updated to better align with the higher orders of Bloom’s taxonomy.</p> <p><a href="#">Social and Human Services Course Proposal</a></p> <p>*Note: There is a copy/paste error on the proposal for HUS 1320 in the topic outline. The topic outline was not updated.</p> <ul style="list-style-type: none"> <li>• Overview of crisis intervention and prevention techniques</li> <li>• Models crisis interventions and assessments</li> <li>• Crisis interventions and assessments for special populations</li> <li>• Ethical and professional issues related to providing crisis intervention services</li> <li>• Self-care of the Human Services Professional working in crisis intervention</li> </ul>
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**Florida SouthWestern State College Curriculum Proposal**

<b>Type of Proposal</b>	Course- Information Item
<b>Department</b>	AS, Social and Human Services
<b>Chair</b>	Program Dir. Cristy Estes
<b>Dean</b>	Dr. Libby Schott
<b>Proposer</b>	Dir. Cristy Estes
<b>Presenter</b>	Dir. Cristy Estes

**New Course(s)**

N/A

**Course Change(s)**

Information Item: Learning Outcomes

**Course Discontinuation(s)**

N/A

**Implementation Term:** Spring 2025

**Justification**

The learning outcomes in six courses in the AS, Social and Human Services degree are being updated to better align with the higher orders of Bloom’s taxonomy.

**Designation(s):**

N/A

<b>Information Item Course: HUS 1320 Theories and Foundations of Crisis Interventions</b>	
<b>Course Description</b>	This course will provide a comprehensive overview of the history of crisis intervention and crisis theory. In addition, it will also present a comprehensive model of crisis intervention and will include developing listening and understanding skills, as well as assessment approaches and interventions.
<b>Topic Outline</b>	This course will provide a comprehensive overview of the history of crisis intervention and crisis theory. In addition, it will also present a comprehensive model of crisis intervention

	Decision	Motion	Comments
	NA		<b>JP.</b> Outcomes included as a course object file above.

No.	Action	Presenter	Academic Year
8.	Memo	Dr. Rebecca Harris,	2025-2026
Review Notes		Summary	
AC: Needed clarification on the track changes.	<ul style="list-style-type: none"> <li>• Language changes described on the Memos.</li> <li>• Forms with the changes inserted as objects.</li> </ul>		
	Decision	Motion	Comments
	NA		Forms discussed with changes during the meeting. These changes will be discussed in the October meeting.

9.	Committee Business	Dr. Rebecca Harris, Prof. Jeremy Pilarski	2025-2026
<b>Review Notes</b>		<b>Summary</b>	
	<ul style="list-style-type: none"> <li>• Students Attending CC Meetings</li> <li>• HLC updates</li> <li>• Due Date Reminders/Calendar</li> </ul>		
<b>Decision</b>		<b>Motion</b>	<b>Comments</b>
NA		AC, DEB	Meeting adjourned 1:54pm.

II. Forms from Item No. 8. Click on the forms to view markups.



**Procedure Title:** Course Deletions – “5-Year Rule”  
**Procedure Number:** 03-0605  
**Originating Department:** Academic Affairs

**Specific Authority:**  
 Board Policy  
 Florida Statute 1007.24  
 Florida Administrative Code 6A-10.0331

**Procedure Actions:** Adopted: 06/01/10; 02/15/11; 02/15/18

**Purpose Statement:** Describes the processes for regularly scheduled course review.

**Guidelines:**

All FSW courses will be regularly reviewed to ensure curricular currency and program relevance.

**Procedures:**

During the Fall of each academic year, the Academic Deans will identify courses to be deleted from the Catalog. Course deletions are in compliance with FAC Rule 6A-10.0331, which requires deletion from the Catalog of any course not taught during the five years preceding the effective date of the next Catalog. Course deletions will be submitted to the Curriculum Committee by the Assistant Vice President of Collegewide Curriculum and Academic Enhancement as an information item prior to submission to the District Board of Trustees. The College’s SCNS Coordinator will notify the Office of the Statewide Course Numbering System to delete these courses.

Any course which is slated for deletion in accordance with the above, but which the College feels should be retained as a course offering may be retained in the next Catalog, providing faculty submit a proposal that is supported by the Curriculum Committee and approved by the Vice President of Academic Affairs.

**Procedure Title:** Credit Review  
**Procedure Number:** 03-1714  
**Originating Department:** Academic Affairs

**Specific Authority:**  
 Board Policy 6Hx6:6.03  
 Florida Statute n/a  
 Florida Administrative Code 6A-10.024

**Procedure Actions:** Adopted: 01/11; 7/8/11; 3/27/12; 05/31/16

**Purpose Statement:** This procedure and requirements provide students, administrators, faculty, and staff with information concerning credit review.

#### **Guidelines:**

This procedure and requirements provide students, administrators, faculty, and staff with information concerning credit review. This procedure does not address course credit for work experience or life experience.

Students receive credit for successful completion of a course at the College. There are various alternatives to completing a course such as course substitution, course transfer, course waiver and testing/articulation (such as CLEP, AP credit, etc.) Per F.A.C. 6A-10.024, for examination programs listed in Section 1007.27, F.S., a list of examinations, minimum scores for guaranteed transfer credit, maximum credits guaranteed to transfer, and recommended course equivalents shall be maintained by the Articulation Coordinating Committee and reviewed annually. The list may be requested from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399.

#### **Definitions:**

**Course substitution** is the process through which a student petitions the College for a replacement of a required course with a course that meets a minimum of 70% of the course learning outcomes. The course must be completed at an accredited post-secondary institution with evidence of common content and learning outcomes.

**Course transfer** is the process of bringing in an identical – or nearly identical – course from another accredited post-secondary institution to replace a required course at the College. The transfer evaluation process is guided by the Florida Common Course Numbering System or catalog descriptions and a syllabus.

**Course waiver** occurs when the applicant has credits in the subject area that are above and beyond the requirements of the waived course.

<p><b>College Operating Procedures (COP)</b></p>	
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**Procedure Title:** Institutional Substantive Change Procedure  
**Procedure Number:** 03-1604  
**Originating Department:** Academic Affairs

**Specific Authority:**

Board Policy N/A  
 Florida Statute N/A  
 Florida Administrative Code N/A

**Procedure Actions:** Adopted: 02/11/2019; 01/11/2021; 03/25/2022

**Purpose Statement:** The purpose is to ensure all substantive changes are reported to the College’s institutional accreditor(s) according to policy.

Florida SouthWestern State College (College) is dedicated to the expansion of academic opportunities through the development and offering of programs and courses, in support of the College’s mission. The appropriate office in Academic Affairs will be consulted prior to beginning a process that results in a substantive change. On behalf of Academic Affairs, the College’s Accreditation Liaison Officer is responsible for reporting any substantive changes to the institutional accreditor(s).

Substantive changes may include but are not limited to:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or





<b>Procedure Title:</b>	Final Exams
<b>Procedure Number:</b>	03-1004
<b>Originating Department:</b>	Academic Affairs
<b><u>Specific Authority:</u></b>	
Board Policy	6Hx6:3.01
Florida Statute	1001.64(6)
Florida Administrative	n/a
<b>Code Procedure Actions:</b>	Adopted: 06/01/2010; 02/15/2011; 07/1/2015; 12/10/2015; 02/21/2017; 02/17/2020
<b>Purpose Statement:</b>	This procedure is to ensure that a final exam schedule is published in a timely manner and exam conflict solutions are described.

The Office of the Vice President of Academic Affairs prepares the final exam schedule in collaboration with the Academic Deans at least two weeks prior to the beginning of the semester. The approved schedule is posted on the College website at least two weeks before the beginning of the semester.

The last exam of the semester (cumulative or not) should not be given during the final week of classes and should be given during the scheduled Final Exam time. Faculty cannot change the time and/or place for a final exam given during the final exam schedule without authorization from the Dean’s office. Allowable exceptions to the final exam change policy apply to individual students whose exams may be changed due to illness, exam conflicts, approved accommodations, and extenuating circumstances.

Faculty who are not offering traditional in-class exams during the final exam period are still expected to maintain office hours as described in the current Collective Negotiations Agreement. During the final exam period faculty may change their scheduled office hours by posting a new schedule on or near their office door and sharing a copy with the Dean.

If a student has more than three final exams scheduled on the same day or if there is a conflict between two or more scheduled exams, the Dean’s Office will work with the student and faculty to determine a mutually agreeable alternate schedule.

