

## HILLSBOROUGH COMMUNITY COLLEGE

Academic Affairs Committee (AAC)  
District Administrative Offices - Room 125  
September 21, 2001

### MINUTES

- Present** Michael Moats: Chairperson, Jim Barringer/Cluster 6, Norma Caltagirone/At-Large YB, Suzanne Crosby/Cluster 2, Jeanne Cremeans/Cluster 5, Bill Day/Cluster 9, Victor Harke/Cluster 14, Larry Hart/At-Large DM, Lou Lombana/ Cluster 13, Diorah Nelson/Cluster 1, Sybil Patterson/At-Large BR, Kathryn Pantelis/Cluster 3, Bert Rubini/Cluster 4, Lois Schifino/Cluster 8, Janet Sibol/Cluster 7, Peggy Vaughan/Cluster 11.
- Not Represented** Rodney Hurley/Cluster 10, Joey N.-Williamson/At-Large PC, John Taylor/Cluster 12.
- Administrative Support** Sylvia Marion-Carley, Pam Heglar, Jim Humphries, Craig Johnson
- Guests** Kathy DiSanto, Gary Goff, Carole Harvell, Bonnie Hesselberg, Ellen McAvoy, Pam Vergara, Fred Webb.
- Agenda** A motion was made by Sybil Patterson and seconded by Lois Schifino to approve today's agenda. The motion passed unanimously.
- Chair Report** The 2001-2002 AAC was welcomed by Mr. Moats. Each committee member was introduced. Sybil Patterson will serve as temporary vice-chair.
- Admin. Update** To be presented at the October 18 meeting.
- Agriculture** A motion was made by Bert Rubini and seconded by Lois Schifino to approve a proposed new course titled Introductory Food Science. It was noted that this course is part of the curriculum for the new International Aquaculture Program students from Latin America. The committee requested that the course description and objectives listed in the syllabus also be listed on form 6-0-023, New Course Information. The motion passed unanimously.
- Env. Science** A motion was made by Bert Rubini and seconded by Suzanne Crosby to approve to the following proposed new courses for the Environmental Science Technology Program:
- Chemical Instruction
  - Comparative Sampling and Analysis Methods
  - Food Microbiology
  - Food Microbiology Laboratory
  - Laboratory Computer Applications w/Statistical Methods
- A \$15.00 fee will be assigned to the Food Microbiology Laboratory course.
- A motion was made by Sybil Patterson and seconded by Vic Harke to table the new courses. The motion passed (7 yes, 5 no, 1 abstention). A motion was made by Bert Rubini and seconded by Suzanne Crosby to table the modification of the Environment Science Technology Program. The motion passed (12 yes, 1 abstention).

**Behavioral Science** A motion was made by Jeanne Cremeans and seconded by Norma Caltagirone to approve the proposed modification of DEP 2101, Child Development by deleting the prerequisite PSY 2012. The motion passed unanimously.

**Nursing** A motion was made by Lois Schifino and seconded by Lou Lombana to approve the following proposed new courses and pilot program modification to the AS.NUR.NURB/AS Nursing-Basic Option:

Mental Health Nursing	\$ 50.00
Nursing Process I	\$100.00
Nursing Process II	\$100.00
Nursing Process III	\$100.00
Nursing Process IV	\$100.00

It was noted that no changes are being made to the current program. The proposed new courses and program modification are part of a pilot. A motion to amend the motion by assigning fees (noted above) was made by Lois Schifino and seconded by Jeanne Cremeans. The motion as amended passed unanimously.

**Dental Assisting** For the information of the committee, it was noted that a new PSAV program was approved at the September 13 Technical Review Committee. This program will prepare students for employment as dental assistants and dental auxiliaries. It will be a limited access program (i.e., special application only) and will be offered beginning Spring Term 2002. The program meets all competencies required by the Florida Department of Education for Dental Assistants.

**EMT** A motion was made by Bill Day and seconded by Sybil Patterson to approve the proposed modifications to

EMS 1119	Emergency Medical Technician
EMS 1119L	Emergency Medical Technician Practicum
EMS 1431	Emergency Medical Technician Clinical

It was noted that the only change to these courses is that the college level reading, writing and math skills requirement is being deleted. The motion passed (1 abstention).

**Physical Ed.** A motion was made by Bill Day and seconded by Jim Barringer to approve the proposed new course titled Judo and Self Defense. The number of times the course can be repeated will be changed to read "four times without penalty." The motion passed unanimously.

A motion was made by Bill Day and seconded by Bert Rubini to approve the modification to PEM 1141, Aerobics by adding the verbiage "This course is designed to be taken four times without fee penalty." The motion passed unanimously.

**Early Childhood** A motion was made by Jeanne Cremeans and seconded by Lois Schifino to table the proposed new courses for the Early Childhood Management Program due to lack of representation. The motion passed (1 no).

**Fire  
Sprinkler**

For the information of the committee, it was noted that two proposed new courses for the Fire Sprinkler Apprenticeship Program were reviewed and approved at the September 13 meeting of the Technical Review Committee.

**Handbook**

Referencing the October 18 meeting of the AAC, it was noted that the change is due to an "All-College Day" scheduled for October 19. All staff will be expected to participate.

Any corrections to the handbook should be submitted to Mr. Johnson's office to make the appropriate changes.

Regarding the prep cluster, Dr. Carley told the committee that the college will no longer hire faculty just to teach preparatory courses. Faculty will be hired to teach courses in a given discipline. Discussion followed on the placement of faculty in specific clusters. Mr. Johnson told the committee that if a faculty member chooses not to attend the prep cluster meetings, but teach prep, they still must follow all the guidelines of the implementation of the prep curriculum set forth by the cluster.

Changes to will be made to the cluster listings. Richard Remington is now the Cluster 1 chair. Faye Robinson is the Cluster 5 chair. John Sylvano is now retired. Bill Day is the AAC representative for Cluster 9. John Taylor is the AAC representative and Sherry Kersey is the AAC alternate for Cluster 12. Jeneice Sorrentino is the chairperson for Cluster 14.

The chairmanship of the AAC was handed to Sybil Patterson in order for Mr. Moats to propose motions to the committee.

**Discussion  
Items**

It was noted that historically, PSAV proposals were presented to AAC for approval. Presently, however, the proposals are brought before the committee as informational items. During the summer Technical Review process proposals were reviewed in which some of the new courses were presented as proposed articulated as credit. Mr. Moats made a motion that would require that PSAV proposals be brought before the AAC for approval. If the motion were approved, the proposed curriculum would have to go through the cluster first. Discussion followed. A motion was made to by Michael Moats and seconded to table this item and establish a subcommittee to make a recommendation to the AAC. Bill Day, Lois Schifino, Peggy Vaughn and Michael Moats will comprise the subcommittee.

Regarding cluster representation, Mr. Moats asked for input from the clusters regarding a better distribution of faculty within the clusters.

Concern was raised relating to courses in the catalog that are being taught on some campuses as independent study. Cluster 5's question was does the cluster have any input about which courses can be taught as independent study courses? Mr. Moats and Dr. Cremeans will put together a subcommittee to discuss this issue.

**Adjourned**

The meeting adjourned at approximately 5:05 p.m.

**Approved**

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Chairman, Academic Affairs Committee

Date