



November 27, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Calandra Stringer, Ph.D.
Vice President and Provost

SUBJECT: Academic Curriculum Changes

Item Description

This item presents a proposed new program, program revisions, program deletions, new courses, and course revisions.

Overview and Background

The Academic Planning Committee members review and make recommendations for Board approval for new and revised curriculum. The committee works to ensure that TCC is offering high quality programs that enable students to grow, succeed and stay globally competitive.

The college is proposing a new program in Veterinary Assisting. This new program has a projected growth in employment of 23.7% and a median hourly salary of \$16.24 based on data from Florida Commerce. TCC is also proposing to revise several A.S. degrees based on changing industry standards and recommendations from advisory boards.

Additionally, the College is proposing to delete two A.S. degrees: (1) Digital Media (2) Office Administration. Through TCC's program review process, both programs were found to be low enrolled and in low demand. The review process aligns with TCC's strategic priorities of ensuring we offer high demand and high wage programs.

Funding/ Financial Implications

None

Past Actions by the Board

The Board approves curriculum changes each year.

Recommended Action

Approve the proposed curriculum changes.

NEW PROGRAM

Veterinary Assisting (750 clock hours)

The proposed new program has a 23.7% employment growth and median hourly salary of \$16.24 based on data from the Florida Department of Commerce. With completion of this program, students will be able to work as Veterinary Assistants and Laboratory Animal Caretakers.

Program courses:

ATE0006	Veterinary Assistants and Laboratory Animal Caretakers 1 (450)
ATE0070	Veterinary Assistants and Laboratory Animal Caretakers 2 (150)
ATE0072	Veterinary Assistant (150)

PROGRAM CHANGES

Criminal Justice Technology, A.S.

The proposed change aligns with the advisory board recommendations and industry standards to provide students with additional report writing skills.

Delete program course:

CCJ2930 Seminar on Contemporary Criminal Justice Issues (3)

Add program course:

ENC2210 Technical Communications (3)

Building Automation Systems, A.S.

The proposed change will align with the approved title by the Florida Department of Education as well as align with job titles in the industry.

Current Program Title: Building Automation Systems

Proposed Program Title: Energy Management and Controls Technology

Accounting Technology, A.S.

The proposed changes align with recommendations from the Florida Department of Education in preparation for Accounting Apprenticeships.

Delete program courses:

ACG2001 Principles of Accounting I (3)

ACG2011 Principles of Accounting II (3)

CGS1060 Computer and Internet Literacy (3)

Add program courses:

ECO2023 Principles of Economics: Micro (3)

ENC2210 Technical Communications (3)
CGS2100 Microcomputer Applications for Business (3)

Applied Artificial Intelligence, A.S.

The proposed change aligns with recommendations from the advisory board to ensure students are prepared for the changing industry standards.

Delete program course:

COP2800 Introduction to Java Programming (3)

Add program course:

CTS1145 Cloud Essentials (3)

Medical Office Administration, A.S.

The proposed changes align with recommendations from the advisory board to ensure students are prepared for the changing industry standards.

Delete program courses:

APA1111C Introduction to Accounting (3)

HIM1260 Health Insurance Billing (3)

SPC2608 Public Speaking (3)

OST2949 Co Op Work Experience (3)

OST1100C Keyboarding & Document Processing (3)

Add program courses:

ACG2021 Financial Accounting (3)

OST2456C Medical Coding and Billing II (3)

MNA1161 Introduction to Customer Service (3)

ACG2450 Computer Accounting (3)

OST1611C Medical Transcription (3)

PROGRAM DELETIONS

The following programs are recommended for deletion due to low enrollment and declines in job demand.

Digital Media, A.S.

Office Administration, A.S.

NEW COURSES

Course ID	Course Name	Rationale for New Course	Proposed Lab Fee
ATE 0006	Veterinary Assistants and Laboratory Animal Caretakers 1	Part of the new Veterinary Assisting clock hour program	\$90
ATE 0070	Veterinary Assistants and Laboratory Caretakers 2	Part of the new Veterinary Assisting clock hour program	\$90
ATE 0072	Veterinary Assistant	Part of the new Veterinary Assisting clock hour program	\$400
CTS1145	Cloud Essentials	Part of the new Applied Artificial Intelligence, A.S.	\$0
OST1611C	Medical Transcription	Part of the new Medical Office Administration, A.S.	\$0
OST2456C	Medical Billing and Coding II	Part of the new Medical Office Administration, A.S.	\$0

COURSE REVISIONS

Course ID	Course Name	Type of Change	Current	Proposed	Rationale for Change
STS 1302	Introduction to Surgical Technology	Pre-requisite change	No pre-requisite	BSC1084C	Students need a solid foundation in anatomy before they can comprehend surgical procedures.
CHM 1045	General Chemistry I	Contact hour change	Contact hour: 3 Total hours: 45	Contact hour: 4 Total hours: 60	Providing recitation time for students to have additional time to practice new skills.
CHM 1046	General Chemistry II	Contact hour change	Contact hour: 3 Total hours: 45	Contact hour: 4 Total hours: 60	Providing recitation time for students to have additional time to practice new skills.
CHM 2210	Organic Chemistry I	Contact hour change	Contact hour: 3 Total hours: 45	Contact hour: 4 Total hours: 60	Providing recitation time

					for students to have additional time to practice new skills.
CHM 2211	Organic Chemistry II	Contact hour change	Contact hour: 3 Total hours: 45	Contact hour: 4 Total hours: 60	Providing recitation time for students to have additional time to practice new skills.
PHY 2048	General Physics I	Contact hour change	Contact hour: 4 Total hours: 60	Contact hour: 5 Total hours: 75	Providing recitation time for students to have additional time to practice new skills.
PHY 2049	General Physics II	Contact hour change	Contact hour: 4 Total hours: 60	Contact hour: 5 Total hours: 75	Providing recitation time for students to have additional time to practice new skills.
POS 2930	Special Topics in Political Science	Course title, credits, contact hours, total contact hours, and description	Course Title: Special Topics in Political Science Credits: 3 Contact Hours: 3 Total Contact Hours: 45 Description: Special topics for students who wish to further explore the field of political science through discussion, observation or research. Focus placed on topical problems, current issues, or emerging political/social trends.	Course Title: Special Topics in Civic Literacy Credits: 1 Contact Hours: 1 Total Contact Hours: 15 Description: Special topics for students who wish to further explore Civic Literacy through discussion, observation or practice. Focus placed on four competency areas of the Florida Civic Literacy Exam to include: American Democracy, U.S. Constitution, Founding Documents, and Landmark	The proposed revision will provide students with additional preparation for the Florida Civic Literacy Exam (FCLE) is a graduation requirement.

				Impact on Law and Society.	
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