NFCC Work Group Meeting Minutes

Date

02/11/15

Meeting Time

3:30

AM or PM?

PM

Work Group Information

Work Group Name

Faculty Senate

Meeting Location

Library DLL Room

Note taker's E-mail Address

wychel@nfcc.edu

Meeting Purpose

Monthly Meeting

Meeting Facilitator/Chair

Daniel Harris

Members in Attendance:

Daniel Harris
Lynn Wyche
Jay Welch
David Palomino
Gunter Maresch
Lisa Thompson
Julie Townsend
Greg Molnar
Mekia Jackson
Bonnie Littlefield
Sharon Brave Heart
Marie Guest
Bill Eustace
Elias Paulk
Frances Agama
GUESTS
Susan Taylor
Francis Adleburg
John Grosskopf
Philip Wilkerson

Agenda Items

1) Approval of Minutes

2) Old Business

    a) Institutional Effectiveness/ CCSSE Update, Susan Taylor

    b) NFCC Meta-Majors/ AA with Emphasis

3) New Business

    a) A.S. in Accounting Technology Program Sharon Brave Heart

    b) Course Proposal, HSC 2000 – Introduction to Health
                            Professions, Mekia Jackson

    c) Mid-term "U" Grades

Review/Discussion of Previous Action Items

1) Approval of Minutes
 Motion to accept as presented accepted and seconded

2) Old Business

    a) Institutional Effectiveness/ CCSSE Update, Susan Taylor
NFCC Course Evaluation- Please see revised document attached. Please note
underlined sections for the changes as well as the course delivery
information. Ms. Taylor encouraged faculty to explain to students about
modes of delivery. More detailed questions about course delivery are
needed for collecting data.Ms. Taylor would like a vote on the changes to
the Course Evaluation by the next meeting.

CCSSE-Ms. Taylor will notify the instructor about CCSSE survey times.
Faculty will also receive an email for the faculty survey on February
23rd. This survey will ask each faculty member to answer based on his/her
perception of students enrolled in one class identified by CCSSE that is
currently being taught by the faculty member. This is an anonymous
survey.

b) NFCC Meta-Majors/ AA with Emphasis
Please see the attached forms. Once Meta-majors are apporoved they will go through the editing process and then be presented to the Faculty Senate for approval. These were based on other programs around the state.

Ms. Brave Heart presented the Meta-Major for A.S. with Accounting.

Ms. Townsend presented the Meta-Major for Health Sciences- Ms. Townsend felt that these could be tailored for Pharmacy Tech, etc.

Mr. Harris and Mr. Taylor presented the meta-major for STEM emphasis with the different pathways. They consulted John Sirmon about the technology pathhway and discussed the need for classes that include industry certification.

Mr. Welch presented the Meta-Majors for Arts, Humanities, Communications and Design. He attempted to find one akin to this one with the SUS and he was unable to find an exact match. Based on his research he presented a plan with questions about including web design or computer animation. A separate Art emphasis was presented.

Specific pathways will be beneficial for advising purposes.

Early Childhood, Public Safety and Industry Manufacturing not presented but will be sent directly to Dr. Erle.

Motion that these proposals are to be sent to Dr. Erle for review.
Seconded.
Motion Passed.

Progress of Previous Action Items

	In Progress	Tabled	Completed
Previous Action Item 1	○	○	◉
Previous Action Item 2	◉	○	○
Previous Action Item 3	○	○	○
Previous Action Item 4	○	○	○
Previous Action Item 5	○	○	○

Discussion Points for New Action Items

) New Business

a) A.S. in Accounting Technology Program Sharon Brave Heart
Please see the attached documents. This would be a new program. This program is offered at many colleges in Florida with high demand. Ms. Brave Heart have mentioned this to students and several are interested. This would be applicable to businesses who cannot afford to hire an accountant but would be interested in students with these credentials. Several courses would be beneficial to other students not specifically in this program (ex. spreadsheet). These courses would be spread out over the year based on the course series.

Motion to accept new program
Seconded
Motion passed

Motion to accept the courses
Seconded
Motion Passed

b) Course Proposal, HSC 2000 – Introduction to Health
                              Professions, Mekia Jackson
Please see the attached proposal. This is changing from a PSAV offering to a credit course because this course is required by several majors. It is a two-hour course open to all students. Ms. Mekia Jackson will instruct the course.

Motion to accept
Seconded
Motion passed

c) Mid-term "U" Grades
Dr. Erle sent an email about assigning "U' grades. Ms. Adleburg wanted to remind faculty to be able to document the need for a "U' grade ie attendance, grades. It was noted that this is valuable information for programs that are determining acceptance into a program when students are still finishing pre-reqs.

Meeting Summary - Task Assignments

Mr. Grosskopf presented to the faculty about issues regarding faculty attendance. Policies related to faculty attendance need to be reviewed and revised as they may impact salary and leave time. Duty days are defined by the state. If the college is audited by the state, there is no way to document faculty workload beyond class time and office hours. There has to be a mechanism for documentation and accountability. We need to emphasize what we do best, and more interaction enhances our strengths. Faculty need to discuss what is the appropriate level of

participation and how to prove it. Questions coming from the Governor's office directly to a college trustee have prompted this discussion. Mr. Grosskopf would like this to be a discussion that happens on campus instead of coming down from the Governor's office. A faculty suggestion was that hours used off-campus such as night hours or hours used for grading papers, etc could be tracked. There are also liability/Workman's Comp issues regarding the working at home. Some of this might be negotiated via contracts. A question was asked about online classes and the students' desire for online balanced with the value of face-to-face classes. A question was raised about research available to support the average time of out-of-office work time for different disciplines. Mr. Grosskopf mentioned that it may work as a political argument but it may not satisfy the auditor. Auditors have checked office hours before. A comment was presented that there needs to be more time documented about on-campus hours and participation for professional development and committee work. Face to face interaction with the faculty is important and necessary. Mr. Grosskopf is relying on the creativity of the faculty to address this issue. A faculty member suggested having set hours for chair meetings, club meetings, etc. as a way to ensure compliance. A possibility for a checking in and checking out system. This will be added to the agenda for the next meeting for discussion. Mr. Grosskopf will provide the Board Policy numbers related to this issue to Daniel Harris to share with the faculty. Policy changes should be presented to the Board by early Fall.

Date of Next Meeting

03/11/15

Next Meeting Time

3:30

AM or PM?

PM

Location of the Next Meeting

Library DLL Room

NFCC Course Evaluation

1 = Strongly Agree   2 = Agree   3 = Neutral or Not applicable   4 = Disagree   5 = Strongly disagree

Instructor Evaluation:

1. The instructor clearly explained course expectations and requirements in a course syllabus**.**
2. The instructor followed the policies and procedures outlined in the course syllabus provided.
3. The instructor was accessible to students during office hours and/or during regular business hours, as published in the instructor's syllabus.
4. The instructor was knowledgeable in the course subject matter.
5. The instructor provided timely grading and feedback on my assignments and exams, as identified on the syllabus, discussed in class, or noted on D2L.
6. The instructor used a variety of instructional resources, techniques, and/or activities to reinforce course concepts.
7. The instructor regularly responded to student e-mail and/or telephone messages, *__as identified in the course syllabus.__*
8. The instructor maintained an up-to-date D2L grade book, as outlined in the course syllabus.
9. The instructor demonstrated competence with the technology he/she used specifically in this course (e.g., D2L, MyLabs, NFCC online databases, or content-specific software like MyLabs or Mastering Biology).

Course Content, Materials, and Textbooks Evaluations:

10. **The type of work assigned supported the student learning outcomes listed in the course syllabus.**
11. Course materials, including lectures and/or presentations, were clear and well organized.
12. The course text and instructional materials were effective and useful.
13. *__If this class required a prerequisite course, the prerequisite college course work adequately prepared students to be successful in this course.__*
14. Examination questions and/or course assignments reflected course content and student learning outcomes listed on the course syllabus.

Course Technology Evaluation:

15. If needed, training for technology specific to this course was provided by the instructor or by another resource on campus or online. This technology could include D2L, the Single-Sign On Portal, NFCC online databases, or content-specific software like MyLabs or Mastering Biology.
16. The technology used in this course enhanced student learning (e.g., D2L, MyLabs, NFCC online databases, or content-specific software like MyLabs or Mastering Biology).
17. If applicable, the course used hardware (computer labs, instructor computer, projector, etc.) that was in good working order.

Learning Environment:

18. The classroom space/learning environment was comfortable and allowed students to concentrate on instruction.
19. The grounds, including outdoor landscaping, exterior hallways, classroom interiors, and restroom facilities were clean and well-managed.
20. NFCC provided a safe and secure campus enabling students to meet their academic and professional goals.

Course Delivery

21. **This course was delivered:**
    a. **Traditional (face-to-face) – the class met with an instructor for instruction on a weekly basis for the total number of hours listed in the schedule (e.g., MW 8-9:15 or T 6 – 8:50 PM); some use of D2L may be required**
    b. **Hybrid (face-to-face/online) – class instruction is split between some face-to-face interaction with the instructor and the rest of the course involves online activities. Hybrid classes are identified as "hybrid" in the Course Schedule (e. g., T/Hybrid or F/Hybrid)**
22. **Would you have preferred to take this course in a different format (e.g., traditional, hybrid, or online)?**
    a. **Yes**
    b. **No**
23. **If you answered "yes" in Question 22, what mode of delivery would you have preferred?**
    a. **Traditional**
    b. **Hybrid**
    c. **Online**
24. **Please identify the type of course you are evaluating.**
    a. **English, Literature, Humanities**
    b. **Math/Science**
    c. **History & Social Sciences**
    d. **Business, Computer Technology, Economics**
    e. **Other**

Specific comments may be added to the back of your answer sheet and will be used to guide improvement at NFCC.

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Curriculum Committee
Course Addition Form

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This form is to be submitted to the NFCC Curriculum Committee as a cover sheet with accompanying documentation for the following (check one).

☐ **Add New Course**
      Course Prefix/Number___HSC 2000_____
      Course Title _____Introduction to Health Professions_____

Section A: Add New Course
1.   **Type of Credit (Check all appropriate boxes)**
      ☐ **A.A.**
      ☐ **A.S.**
      ☐ **A.A.S.**
      ☐ **Certificate**

2.   **Provide syllabus for the proposed course. Include any prerequisites, proposed text(s), course disks, etc.**

      Please see the attached syllabus.

3.   **Provide a summary of the resources that NFCC must have or must acquire in order to provide this course to students i.e. personnel, labs, materials, etc. Explain how these extra resources will be funded.**

Required Resource	Funding Source	Additional Cost to NFCC
Instructor	Utilize Current Faculty	None
Lab Materials	Student Lab Fees	None (approx $30/student)
Physical Facilities	N/A	None (use Fitness Center/current classrooms)

4.   **Provide a brief justification for adding this course to the NFCC curriculum. Show that the course is required by state guidelines or is recommended by SACS. Show that there is a demand (sufficient enrollment) for the course or that the course is needed to prepare students for transfer. Clearly show that this course does not duplicate a course that is already offered.**

- Course justification/preparation for student transfer to a four-year university
  - HSC #000 is a prerequisite for 12/17 surveyed health science programs at Florida A&M University, University of Florida, University of South Florida, and University of Central Florida.

- o Students who enroll directly from high school to a four-year university requiring HSC #000 would take the course during either their freshman or sophomore year.
  - o Due to the proximity of students in the NFCC service district to FAMU and UF, it is being proposed that HSC #000 be added to NFCC course offerings in order to more adequately prepare students for transfer to four-year university programs in the health sciences.
- Course Content
  - o HSC #0000 is not a duplicate course, although the content of the course is currently offered in other allied health postsecondary adult vocational (PSAV) programs.
  - o How HSC #000 differs from current offerings:
    - Offered as a stand-alone college credit course, instead of offering only vocational credit or clock hours.
    - Available to all students attending NFCC
    - Content is distributed over an entire semester (instead of the truncated course timeline that is currently offered to PSAV students).

Signature of Submitter: _____**Date:** _____
Signature of Department Chair: _____**Date:** _____

If the course proposal impacts the scheduling of another department chair, that chair should be consulted and should sign below.

Signature: _____

TERM: Fall 2015	**CRN:**	**COURSE NUMBER:** HSC 2000 (2 Hours)
SECTION: 1		**COURSE TITLE:** Introduction to Health Professions
PREREQUISITES: None		**COREQUISITES:** None
MEETING LOCATION: TBD		**MEETING TIMES:** 9:00 AM – 9:50 AM M, W
DEPARTMENT CHAIR: Julie Townsend, MSN, RN		**DEPARTMENT CHAIR EMAIL:** townsendj@nfcc.edu
INSTRUCTOR: Mekia Jackson, PharmD		**OFFICE LOCATION:** Bldg. 13, Room 234
TELEPHONE: (850) 973-1657		**EMAIL:** jacksonm@nfcc.edu

OFFICE HOURS: Monday – Friday 8:00AM – 4:30PM. Call for appointment, office hours vary with clinical schedules.

REQUIRED TEXT:
DELMAR CENGAGE LEARNING PUBLISHING
Mitchell, D. (2012). *Introduction to Health Care*. (3rd ed). ISBN 9781133130888
Mitchell, D. (2012). *Workbook to Accompany Introduction to Health Care*. (3rd ed). ISBN 9781435487536

ADDITIONAL RESOURCE MATERIALS AND/OR SUPPLIES:
Basic Life Support Health Care Provider: American Heart Association (provided)
Audiovisuals (See individual unit descriptions for listings)
Guest Speakers

Course Description:
This course is an introduction to various Health Professions, including the current concepts of comprehensive care of the ill and disabled and an orientation to the roles of various health professionals. It includes legal and ethical aspects of healthcare, communication and relationships with the healthcare team, safety measures in healthcare, infection control measures, wellness and disease concepts, and CPR certification.

Course Requirements/Evaluations:

HSC 2000 Final Grade Components	
Unit Exams	**60%**
Final Exam	**20%**
Written Assignments/ Homework/ Quizzes	**10%**
Class Participation	**10%**
CPR/Skills Exams	**Pass/Fail**

Guidelines for the assignment of "P" or "F" are provided in the course skill assessment documents on D2L. Only one attempt will be permitted for each exam. Students must achieve a 70% Unit Exam Average to be eligible to take the Final Exam.
A **FINAL GRADE of "C" (70%)** must be earned in the Introduction to Health Professions coursework for course credit, as well as a Pass/Satisfactory grade for all associated clinical skills/activities. Failure of any one component (coursework or clinical skills/activities) will result in failure of the course.
There will be no rounding of any grades.

Grading Scale	
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

GENERAL EDUCATION COMPETENCIES:

1. **Communication Skills**
   a. communicating with language appropriate to audience, purpose, and technology at a collegiate level.
   b. reading and listening effectively in order to articulate appropriate responses.

2. **Quantitative Reasoning**
   a. generating and interpreting tables, charts, and graphs.
   b. applying mathematical concepts to solve and analyze quantitative situations.

3. **Scientific Reasoning**
   a. applying the scientific method.
   b. analyzing how science explains the world around them.

4. **Knowledge of Social and Behavioral Sciences**
   a. analyzing how past and current events in the world impact society as well as students personally.
   b. explaining the importance of human behavior in shaping cultures.

5. **Knowledge of Arts and Humanities**
   a. analyzing cultural achievements' influences on societies past and present.

6. **Information and Technological Literacy**
   a. using technology effectively.
   b. analyzing sources of information effectively.

7. **21st Century Citizenship**
   a. showing an awareness of current local, state, national, and international events.
      (Global Awareness/Civic Responsibility)
   b. working effectively as a team member. (Teamwork)

EXPECTED STUDENT LEARNING OUTCOMES – Introduction to Health Professions (HSC 2000):

1. Identify the components of the Health Care Delivery System and Health Occupations.
2. Demonstrate the ability to use communication and interpersonal skills effectively.
3. Identify and explain legal and ethical responsibilities of healthcare personnel.
4. Apply best practice wellness and disease concepts.
5. Recognize and demonstrate safety and security procedures.
6. Practice appropriate response to emergency situations.
7. Demonstrate computer literacy and employability skills.
8. Apply basic math and science skills.

Student Learning Outcome	General Education Competencies	Summative Assessments **(A student artifact: A specific assignment that could be submitted as evidence of a Gen Ed competency)**
1	1	Exam 1
2	1, 2	Unit 3 Group Project – Six Step Communication Process
3	4	Exam 1
4	4	Unit 5 Assignment – Wellness and Stress Control Plan
5	3,4,5	Exam 2
6	1,7	Basic Life Support Certification
7	6	Resume Assignment with Rubric
8	2,3	Exam 2, Exam 3, Exam 4

COURSE CONTENT AND SCHEDULE

Unit	Title
I	General Orientation and the Health Care System
II	Health Care Systems
III	Communication and Relationships
IV	Legal and Ethical Aspects of Care
V	Wellness and Disease Concepts
VI	Vital Signs, Emergency, First Aid & BLS
VII	Safety & Security
VIII	Medical Terminology and Basic Math Skills
IX	Infection Control
X	Employability Skills and Basic Computer Skills

EXAM CONTENT SCHEDULE

Exam	Content	Date
Exam 1	Units 1-3	TBD
Exam 2	Units 4 – 5	TBD
Exam 3	Units 6 – 7	TBD
Exam 4	Units 8 – 9	TBD
Exam 5	Unit 10	TBD
Final Exam	Units 1-10	TBD

Class Policy Statement:
If you fail this course you will not be entitled to a refund for the cost of the course.
If you are receiving financial aid and you fail this course, you may be required to repay the financial assistance that you have already received.

Policies regarding withdrawals and drop/add periods are further defined in detail and should be noted in the NFCC handbook.

Examinations and Quizzes:
1. Examinations (written and skills exams) must be taken at the scheduled times. In case of emergencies where student is unable to report for an examination, the student is expected to contact the instructor prior to the beginning of the examination.
2. Students will not be admitted to examinations once testing has begun.
3. The determination for whether the student will be allowed to complete the examination will be at the sole discretion of the faculty.
4. If the student is not allowed to complete the examination, a score of "0" will be assigned for the examination. In addition, the student will be charged with an unexcused absence for the day.
5. If a test is missed and the absence is excused, students must be prepared to take the examination that was missed on their _first_ day back in class.
6. At faculty discretion, tests may be reviewed in class. You may also review your test in the instructor's office during scheduled office hours within one week following the examination. No test will be reviewed after that one-week time frame.
7. Quizzes may be given without prior notice. Quizzes missed due to excused absences maybe taken on the first day back in class. It is the student's responsibility to ask faculty for any missed quiz or assignment. Quizzes missed due to unexcused absence may not be taken upon return to class.

Academic Honesty
NFCC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. A pamphlet discussing various types of academic dishonesty and specific penalties will be provided to all NFCC students. This information is also available at www.nfcc.edu in the student handbook. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Attendance Policy
Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for nonattendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Students/Visitors: Where to Park on Campus
If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense ($85.00+). An illegally-parked vehicle will be given a **WARNING on the FIRST OFFENSE**. **There will be no second warning**. Illegally-parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida Community College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

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Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

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Campus Security
The administration of NFCC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures at all times. Campus crime statistics are documented annually and are available in the 2015-2016 college

catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services
The Marshall Hamilton Library, located in Building 4 at NFCC, is open for the Fall 2015 Term during the following hours:

Monday - Thursday	8:00 a.m. - 7:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.

Resources and staff are available in the Library to support student learning in the classroom. Students are encouraged to visit, browse the collections, and use the computers during these hours. Librarians are on duty to help with questions and research strategies. To gain access to the Library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students MUST activate/renew their library accounts each semester. On campus students should bring their student ID to the library to activate their account. Off campus students should call the library to activate their account. Once a student's library account is activated, online library resources are available 24 hours a day through the Library's website, www.nfcc.edu/library. Wireless Internet is also accessible in the Library and on the patio after hours. Specific policies and regulations applicable to the Library are available in the Library or by visiting the Library's website.

Academic Success Center
The Academic Success Center (ASC) exists to provide all NFCC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and faculty-led tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFCC.

Locations (for Fall 2015)
- **Walk-in and/or by-appointment tutoring sessions:** Visit the Tutor Lab located in Building 6, Room 221.

Monday - Thursday	8:00 a.m. - 5:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.

- **Science tutoring**: Visit the Science Building (Bldg. 34). See the peer tutoring schedule for science on the ASC webpage.
- **Workshops, organized group study sessions, and faculty-led tutoring:** See the ASC calendars and schedules on NFCC's website for specific times and locations.

Smarthinking Online Tutoring
Online tutoring is available to NFCC students 24 hours a day, 7 days a week, through Smarthinking. Each NFCC student has access to a Smarthinking account and 240 minutes of free tutoring services. Located in D2L, Smarthinking offers a variety of tutoring services including drop-in live sessions, scheduled sessions, submit a question, and writing center submissions. Smarthinking covers a wide range of subjects like basic math, algebra, statistics, trigonometry, calculus, chemistry, physics, accounting, reading and writing (all subjects). Sessions are archived and available for students to review at any time for studying or test preparation.

For more information about accessing the Smarthinking online tutoring service, see the ASC webpage or contact Elizabeth Gonzales, Tutor Lab Manager/Academic Specialist, at gonzalese@nfcc.edu or (850) 973-9411.

Introduction to Health Professions 02/2015

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:
- ➢ Jennifer Page, Academic Success Center Coordinator (850) 973-1719/pagej@nfcc.edu
- ➢ Elizabeth Gonzales, Tutor Lab Manager/Academic Specialist (850) 973-9411/gonzalese@nfcc.edu
- ➢ Roberta Lacefield, Math/Science Learning Specialist (850) 973-1731/lacefieldr@nfcc.edu
- ➢ NFCC Peer Tutors (850) 973-1725/labtutor@go.nfcc.edu
- ➢ Kay Hogan, Director of Learning Resources (850) 973-1624/hogank@nfcc.edu

Americans with Disabilities Act
NFCC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Office of Student Disability Services directly. Accommodations and modifications will be made after the student registers with the Office of Student Disability Services and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access
All NFCC online learning tools are available on the MyNFCC portal. To access the portal, students should click the MyNFCC link at the top of the NFCC website (http://www.nfcc.edu) or type the following URL into the Internet address bar: https://my.nfcc.edu. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFCC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFCC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFCC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman
The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at 973-9418 or paulkd@nfcc.edu.

Equal Opportunity Statement
North Florida Community College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFCC does not discriminate in any of its policies, procedures or practices on the basis of age, color, gender, sex, religion, ethnicity, national origin, race, marital status, genetic information, physical or mental disability or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfcc.edu.

Student Rights
Students have certain rights as members of the College community. These rights include the following:
1. The right to a quality education
2. The right to freedom of expression
3. The right to hold public forums
4. The right to peacefully assemble
5. The right to a fair and impartial hearing
6. The right to participate in Student Government
7. The right to be a member in authorized student organizations
8. The right to appeal College decisions through established grievance procedures
9. The right of personal respect and freedom from humiliation and control
10. The right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College
11. The right to ask about and recommend improvements in policies that affect the welfare of students

Student Responsibilities
Students have certain responsibilities as members of the College community. These include the following:
1. Knowing the rules, regulations and policies of the College
2. Meeting the course and graduation requirements of the students' program of study
3. Keeping college records current with up-to-date addresses and other information
4. Meeting with an academic advisor at least once each term
5. Complying with College rules, regulations and policies
6. Behaving with respect for others and oneself

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)
FERPA affords students certain rights with respect to their educational records.
1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida Community College to comply with the requirements of FERPA. Please write to: U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida Community College's student record policy from the Office of the Registrar, North Florida Community College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act
All faculty and staff of North Florida Community College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.

College Credit Certificate: Accounting Technology Management

Description: The purpose of this program is to prepare students with the technical knowledge and skills associated entry-level accounting positions or supplemental training for those currently or previously employed within the field. Upon successful completion of this program student will be prepared in the principles, theories and concepts in the preparation and maintenance of financial records, including preparation of governmental tax forms, and in the analysis of financial information for decision-making within organizations.

Program Outcomes:

- Prepare basic financial statements
- Manage business information using appropriate software
- Evaluate business and financial information to support organizational decision making
- Prepare payroll information and government tax forms associated with payroll information
- Demonstrate effective business communication and ethical reasoning skills

27 Credit Hours

Required Courses: Credit Hours

Core Courses:

ACG 2021 Intro to Financial Accounting 3

ACG 2071 Intro to Managerial Accounting 3

TAX 2000 Individual Income Tax 3

ACG 2450 Microcomputers in Accounting 3

APA 2501 Payroll Accounting 3

CGS 1100 Computer Applications I 3

CGS 2103 Spreadsheet Applications 3

GEB 1011 Introduction to Business 3

OST 2335 Business Communications 3

Total   27

College Credit Certificate: Accounting Technology Operations

Description: The purpose of this program is to prepare students with the technical knowledge and skills associated entry-level accounting positions or supplemental training for those currently or previously employed within the field. Upon successful completion of this program student will be prepared in the principles, theories and concepts in the preparation and maintenance of financial records and in the analysis of financial information for decision-making within organizations.

Program Outcomes:

- Prepare basic financial statements
- Manage business information using appropriate software
- Evaluate business and financial information to support organizational decision making
- Demonstrate effective business communication skills

18 Credit Hours

Required Courses:	Credit Hours
ACG 2021 Intro to Financial Accounting	3
ACG 2071 Intro to Managerial Accounting	3
ACG 2450 Microcomputers in Accounting	3
CGS 1100 Computer Applications I	3
GEB 1011 Introduction to Business	3
OST 2335 Business Communications	3
Total	18

College Credit Certificate: Accounting Technology Specialist

Description: The purpose of this program is to prepare students with the technical knowledge and skills associated entry-level accounting positions or supplemental training for those currently or previously employed within the field. Upon successful completion of this program student will be prepared in data entry of accounting information and the preparation, presentation and analysis of business reports.

 Program Outcomes:

- Prepare basic financial statements
- Manage business information using appropriate software
- Demonstrate effective business communication skills

12 Credit Hours

Required Courses:	Credit Hours
ACG 2021 Intro to Financial Accounting	3
GEB 1011 Introduction to Business	3
ACG 2450 Microcomputers in Accounting	3
OST 2335 Business Communications	3
Total	12

Associate in Science Degree: Accounting Technology

64 Credit Hours

General Education Core Requirement...15 Credit Hours

Course #Title		Credit Hours
ENC 1101	Freshman English I	3
STA 2023	Statistical Methods	3
ECO 2013	Macroeconomics	3
Humanities	College Credit Humanities	3
Science	College Credit Science	3

Professional Courses ....49 Credit Hours

Required Core Courses (42 Hours)

ACG 1931	Accounting Special Topics-Current issues in Acc	1
ACG 2021	Intro to Financial Accounting	3
ACG 2071	Intro to Managerial Accounting	3
ACG 2101	Intermediate Accounting I	3
ACG 2110	Intermediate Accounting II	3
ACG 2450	Microcomputers in Accounting	3
APA 2501	Payroll Accounting	3
BUL 2241	Legal Environment of Business	3
CGS 1100C	Computer Applications I	3
CGS 2103	Spreadsheet Applications	3
ECO 2023	Microeconomics	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
GEB 2930	Business Administration Capstone	3
MAN 2021	Principles of Management	3
OST 2335	Business Communications	3
TAX 2000	Individual Income Tax	3

Associate in Arts: Health Science Emphasis (21 Hours)

General Education Core Requirements for Health Science Emphasis.............36 Credit Hours

Communications:		**6**
ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	3
Social Science:		**6**
PSY 2012	Psychology	3
SYG 1000	Introduction to Sociology	3
Science:		**6**
BSC 1010C	Principles of Biology I	4
CHM 1033C	Survey of Chemistry with Lab	4
OR		
CHM 1045&1045L	General Chemistry I with Lab	4

Note: Additional hours (above 6) count as Nursing Emphasis Electives.

Mathematics:		**6**
MAC 1105	College Algebra	3
STA 2023	Introductory College Statistics	3
Humanities:		**6**

(see General Education list on page XX)

The following courses are common prerequisite courses for most university degree programs in health science. Please consult with an academic advisor to ensure appropriateness of course selection.

BSC 2085C*	Anatomy and Physiology I with Lab	4 hours
BSC 2086C	Anatomy and Physiology II with Lab	4 hours
DEP 2004	Human Growth and Development	3 hours
HUN 2201*	Nutrition	3 hours
HSC 1531	Medical Terminology	3 hours
HSC 2000**	Introduction to Health Science	2 hours
SPC 1608	Fundamentals of Speech	3 hours
LIS 1001	Introduction to Information Skills	1 hour
LIS 2004	Introduction to Internet Research	1 hour

*Also considered General Education Hours
**New course proposal
AMH 2091* African-American History and Culture is required for FAMU admission

General Education Hours	**36 Hours**
Health Science Emphasis Electives	**20 Hours**
General Electives	**4 Hours**
TOTAL HOURS REQUIRED	**60 Hours**

Associate in Arts: Arts, Humanities, Communications, and Design (21 Hours)

General Education Core Requirements for Arts, Humanities, Communications, and Design Emphasis..............30 Credit Hours

Communications:		**6**
ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	3
History and Social Sciences		**6**
AMH 2020	American History II	3
Select 3 more credits from:		
AMH 2010	American History I	3
AMH 1070	History of Florida	3
AMH 2091*	African-American History	3
WOH 1012	World History to 1600	3
WOH 1022	World History since 1600	3
WOH 2040	World History in the 20th Century	3
Science:		**6**
(see General Education list on page 74)		
Mathematics:		**6**
MAC 1105	College Algebra	3
STA 2023	Introductory College Statistics	3
Humanities:		**6**
Select 6 hours from:		
ARH 2000	Humanities Art	3
HUM XXX	Intro to Humanities	3
HUM 2210	General Humanities I	3
HUM 2230	General Humanities II	3
MUH 2011	Humanities Music	3
PHI 2010	Intro to Philosophy	3
REL 2300	Intro to World Religion	3

The following courses are common prerequisite courses for most university degree programs in arts, humanities, communications, and design. Please consult with an academic advisor to ensure appropriateness of course selection.

Speech		**3**
SPC 1608	Fundamentals of Speech	3
Foreign Language		**8**
SPN 1120	Elementary Spanish I	4
SPN 1121	Elementary Spanish II	4
Creative Writing		**3**
CRW 2001	Intro to Creative Fiction & Poetry	3
Art		**9**
Select 9 hours from:		
ART 1300C	BASIC DRAWING I	3
ART 1301C	BASIC DRAWING II	3
ART 1759C	CERAMICS I	3
ART 1751C	CERAMICS II	3
ART 2201C	BASIC DESIGN I	3
ART 2202C	BASIC DESIGN II	3
ART 2500C	PAINTING COMPOSITION I	3
ART 2501C	PAINTING COMPOSITION II	3
ART 1930R	SPECIAL TOPICS	3
Literature		**6**
Select 6 hours from:		
AML 2010	American Literature I	3
AML 2020	American Literature I	3
ENL 2012	British Literature I	3
ENL 2022	British Literature II	3
LIT XXXX	Intro to Literature	3
LIT 2110	World Literature I	3
LIT 2120	World Literature II	3
LIT 2020	Short Story	3

Library and Information Sciences   **1**

LIS 1001   Intro to Information Skills   1

Computer Design   **6**

Web Design?   3

CA Graphic Design?   3

Computer Animation?   3

*AMH 2091 African-American History and Culture is required for FAMU admission

General Education Hours	**21 Hours**
Art, Humanities, Communications, Design Emphasis Electives	**36 Hours**
General Electives	**3 Hours**
TOTAL HOURS REQUIRED	**60 Hours**

Associate in Arts: ART Emphasis (60 hours)

General Education Hours 36 Hours
ART Emphasis Electives 18 Hours
Other Guided Electives 6 Hours
Total Hours Required 60 Hours

Several STEM Emphasis courses can also meet General Education requirements as shown below.
This allows the student an additional six hours of optional STEM electives.

General Education\Core Requirements for ART Emphasis.............36 Credit Hours

Communications:
ENC 1101 Freshman English I (3)
ENC 1102 Freshman English II (3)
~~-or- CRW 2001 Creative Writing (3)*~~
*Several institutions have SPC 1608 (Speech) in the communication section for ART emphasis (3)

Social Science: Choose (6) hours (see General Education\Core list on page xx)
Natural Science: Choose two science courses (6) (see General Education\Core list on page xx)
Mathematics: (see General Education\Core list on page xx) (6)

Humanities: Choose (6) hours (see General Education\Core list on page xx)*
ARH 2000* or HUM 2210 or HUM 2230
*Other institutions offer ARH 2050 and ARH 2051 for art emphasis since these are required Art Histories for ART majors. The material is analogous to content offered in ARH 2000. We do not have these classes yet, but perhaps a possibility (?).
Other General Education Hours: Choose (3) hours as ART specified elective (see below)

ART Emphasis Courses..18 or more Credit Hours

The following courses are common prerequisite courses for most university degree programs in Visual Art.
Please consult with an academic advisor to ensure appropriateness of course selection.
ART 2201 Basic Design I (3)
ART 1300C Basic Drawing I (3)
ART 1301C Basic Drawing II (3)
ART 2500C Painting Composition I (3)
Choose 2 classes from the following list (6)
ART 2202C Basic Design II (3)
ART 2501C Painting Composition II (3)
ART 1759C Ceramics I (3)
ART 1751C Ceramics II (3)
ART 1930R Special Topics: Metal Sculpting (3)*
* (could we change numbering to ART 2701C Sculpture I?)

General Education Hours: 36 Hours
STEM Emphasis Electives: 18 or more Hours
Total Hours Required: 60 Hours

Associates in Arts: Social and Behavioral Sciences or Human Services Meta-Major

General Education Core (36 Hours):

Communications:
ENC 1101 Freshman English I 3

ENC 1102 Freshman English II.. 3
 -or-CRW 2001 Creative Writing

History:
Choose one history course 3

Social Science:
PSY 2012 General Psychology.. 3

SYG 1000 Introductory Sociology 3

Science:
Choose two science courses (see suggestions in pathways) 6

Mathematics:
MAC 1105 College Algebra.. 3

STA 2023 Introduction to College Statistics 3

Choose one other mathematics course (see suggestions in pathways) 3

Humanities:
Choose 2 humanities courses 6

Social and Behavioral Sciences or Human Services Emphasis Courses (24 Hours)

Psychology pathway courses:
From General Education Core:
Science: Any one BSC or ZOO course listed in catalog 3

Math: MAC 2140 Precalculus or MAC 1114 Trigonometry 3

Electives:
CGS 1100C Computer Applications I 3

Foreign Language 6

CLP 1140 Abnormal Psychology.. 3

DEP 2004 Human Development 3

Other electives 9

Social Work pathway courses:

From General Education Core:
Science: BSC 1005 Introduction to Biology.. 3

Electives:
Any one SYG course listed in catalog 3

DEP 2004 Human Development 3

ECON 2013 Macro Economics 3

POS 2041 American National Government 3

CGS 1100C Computer Applications I 3

Foreign Language 6

Sociology/Human Services pathway courses:

Electives:
DEP 2004 Human Development 3

ECON 2013 Macro Economics 3

CLP 1140 Abnormal Psychology... 3

POS 2041 American National Government 3

CGS 1100C Computer Applications I 3

Any one SYG course listed in the catalog 3

Foreign Language 6

Criminal Justice pathway courses:

Electives:
CCJ 1020 Introduction to Criminal Justice... 3

POS 2041 American National Government 3

SYG 2023 Introduction to Criminology... 3

Any one CCJ course listed in the catalog 3

CGS 1100C Computer Applications I 3

Foreign Language 6

Other electives 3

Associate in Arts: STEM Emphasis (60 hours)

General Education Hours 36 Hours
STEM Emphasis Electives 18 Hours
Other Guided Electives 6 Hours
Total Hours Required 60 Hours

Several STEM Emphasis courses can also meet General Education requirements as shown below.
This allows the student an additional six hours of optional STEM electives.

General Education\Core Requirements for STEM Emphasis.............36 Credit Hours
Communications:
ENC 1101 Freshman English I (3)
ENC 1102 Freshman English II (3)
-or- CRW 2001 Creative Writing (3)
Social Science: Choose (6) hours (see General Education\Core list on page xx)
Natural Science: Choose two science courses (6) (See suggestions for particular pathways below)
(see General Education\Core list on page xx)
Mathematics: MAC 1105 (3) and MAC 2140 (3)
Humanities: Choose (6) hours (see General Education\Core list on page xx)
Other General Education Hours: Choose (6) hours in Science or Math (see General Education list on page xx)(Suggestions vary for STEM area of concentration. See below)

STEM Emphasis Courses..18 or more Credit Hours

The following courses are common prerequisite courses for most university degree programs in Science, Technology. Engineering, and Mathematics.
Please consult with an academic advisor to ensure appropriateness of course selection.
MAC 2311 (5) Calculus with Analytic Geometry I
MAC 2312 (5) Calculus with Analytic Geometry II
*XXX XXXX (8 or more) At least one laboratory based science course designed for science majors, prefix BSC, CHM, PHY
*See major requirements before selecting courses to meet these prerequisites.

Mathematics Pathway: Guided Electives: MAC 2313, Calculus with Analytic Geometry 3 (3), MAP 2302 Ordinary Differential Equations (3), Student should take PHY 2048 (4) & 2048L(1) Physics I with Calculus +Lab, PHY 2049 (4) & 2049L(1) Physics II with Calculus +Lab for Laboratory based science sequence and STA 2023 and MAC 1114 for General Education\Core requirements

Physics and Engineering Pathway: Guided Electives: MAC 2313, Calculus with Analytic Geometry 3 (3), MAP 2302 Ordinary Differential Equations (3), Take PHY 2048 (4) & 2048L(1) Physics I with Calculus +Lab, PHY 2049 (4) & 2049L(1) plus MAC 1114. Students should take CHM 1045 (3) +1045L (1) General Chemistry I + Lab as part of General Education\ Core requirements

Technology Pathway: Students should take PHY 2048 (4) & 2048L(1) Physics I with Calculus +Lab, PHY 2049 (4) & 2049L(1) Physics II with Calculus +Lab for Laboratory based science sequence plus MAC 1114. Students should take courses with prefixes such as CET, CGS CIS, CGS or GRA to achieve certifications based on their career goals. STA 2023 is also recommended.

Chemistry Pathway: Students should take CHM 1045 (3), 1046 (3) and CHM 1045L (1), 1046L (1) General Chemistry I & II with labs; CHM 2210 (3), 2211 (3), and CHM 2210L (1), 2211L (1) Organic Chemistry I & II with labs; students without chemistry in high school should start with CHM 1033L (4), Survey of Chemistry with lab.

Life Science Pathway: Students should take BSC1010L (4), 1011L (4), Principles of Biology I & II; CHM 1045 (3), 1046 (3) and CHM 1045L (1), 1046L (1) General Chemistry I & II with labs; CHM 2210 (3), 2211 (3), and CHM 2210L (1), 2211L (1) Organic Chemistry I & II with labs; students without chemistry in high school should start with CHM 1033L (4), Survey of Chemistry with lab; PHY 1053 (3), 1054 (3), 1053L (1), 1054L (1) General Physics I & II with labs or PHY 2048 (4), 2049 (4), 2048L (1), 2049L (1) Physics with Calculus I & II with labs based upon specific degree requirements.

Environmental Science Pathway: Students should take EVR 1001 Introduction to Environmental Science; BSC1010L, 1011L, Principles of Biology I & II; CHM 1045 (3), 1046 (3) and CHM 1045L (1), 1046L (1) General Chemistry I & II with labs; CHM 2210 (3), 2211 (3), and CHM 2210L (1), 2211L (1) Organic Chemistry I & II with labs; students without chemistry in high school should start with CHM 1033L (4), Survey of Chemistry.

General Education Hours: 36 Hours
STEM Emphasis Electives: 18 or more Hours
Total Hours Required: 60 Hours