

Miami Dade College  
Office Associate Provost, Academic Affairs

May 17, 2013

**MEMORANDUM**

**TO:** Rolando Montoya

**FROM:** Michael Reiner

**SUBJECT: APPROVAL OF CURRICULUM REPORT #99**

Attached for your approval is the approved curriculum presented at the May 14, 2013 CASSC meeting. The information in Curriculum Report #99 includes the following items:

**Curriculum Requiring Approval –**

1. **School of Health Sciences**

• **Dental Hygiene Program Modification**

○ **Change Existing Course**

**Title/Number of Credits**

DEH 2300 – Dental Medicine/Pharmacology (**OLD**) – 2 credits

DEH 2300 – Pharmacology and Pain Control (**NEW**) – 1 credit

○ **Add New Course**

DEH 2300L – Pharmacology and Pain Control Laboratory – 1 credit

2. **School of Science**

• **Add New College Credit Certificate**

Florida Funeral Director

3. **Testing**

• **Placement Criteria Document (2013-2014)**

[http://www.mdc.edu/main/testing/criteria/placement\\_criteria\\_documents.aspx](http://www.mdc.edu/main/testing/criteria/placement_criteria_documents.aspx)

[Placement Document 2013-2014](#)

**Informational Items –**

4. **Student Achievement Initiatives (SAI) Updates**

SAI and the QEP

If I can be of further assistance, please do not hesitate to contact me.

Attachment

**Miami Dade College**  
**College-wide CASSC Meeting May 14, 2013**  
**CURRICULUM REPORT #99**

**1. School of Health Sciences**

**Program Modification**

**Dental Hygiene**

**Executive Summary – Modifications to Program**

**Program title:** Dental Hygiene  
**Program Code:** 23021  
**Degree Type:** Associate in Science (AS)  
**Effective Term:** Summer 2012-3  
**Affected Campus:** Medical

**Modification:**

**Third Term in Program Change (Area 10):**

- **Reduce:** DEH 2300 Dental Medicine and Pharmacy from 2 to 1 credit.
- **Add:** DEH 2300L Dental Medicine and Pharmacy Laboratory (1 credit).

The requested change will not alter the State (FLDOE) program length document of 88 credit hours.

**APPROVE** \_\_\_\_\_ **OPPOSE** \_\_\_\_\_ **MORE INFORMATION** \_\_\_\_\_

**Program Name & Number** Dental Hygiene (23021)  
Associate in Science

**PLD 88 CREDITS**  
C.I.P. (1351060200)

**PROPOSED**

Course	Course Title	Credits	Pre-/Co-Requisites
<b><u>LOWER DIVISION REQUIREMENTS</u></b>			
<b><u>General Education:</u></b>			
<b>Communications – 3 Credits Required</b>			
ENC 1101	English Composition 1	3	
<b>Oral Communication – 3 Credits Required</b>			
SPC 1017	Fundamentals of Speech Communications	3	
<b>Humanities – 3 Credits Required</b>			
PHI 2604	Critical Thinking/Ethics	3	Pre-Req ENC 1101
<b>Behavioral and Social Science – 3 Credits Required</b>			
CLP 1006	Psychology of Personal Effectiveness	3	
<b>Mathematics/Natural Science – 3 Credits Required</b>			
<b>Math</b>			
CHM 1033	Chemistry for Health Sciences	3	Co-req: CHM 1033L, MAT 1033
<b>Computer Competency</b>			
	Computer Competency Test		
	<b>Or</b>		
CGS 1060	Introduction to Microcomputer Usage	4	
Course	Course Title	Credits	Pre-/Co-Requisites
<b><u>SCIENCE REQUIREMENTS – 16 Credits Required</u></b>			
BSC 2085	Human Anatomy and Physiology 1	3	Co-req: BSC 2085L
BSC 2085L	Human Anatomy and Physiology 1	1	Co-req: BSC 2085
BSC 2086	Human Anatomy & Physiology 2	3	Co-req: BSC 2086L
BSC 2086L	Human Anatomy & Physiology 2 Lab	1	Co-req: BSC 2086
MCB 2010	Microbiology	3	Pre-req: BSC 2010/2010L or BSC 2085/2085L, CHM 1033/1033L or CHM 1045/1045L
MCB 2010L	Microbiology Lab	2	Pre-req: BSC 2010/2010L or BSC 2085/2085L, CHM 1033/1033L or CHM 1045/1045L Co-req: MCB 2010L
SYG 2000	Introduction to Sociology	3	
<b><u>FIRST TERM IN PROGRAM – 13 Credits Required</u></b>			
DES 1200L	Dental Radiology Lab	2	Co-req: DES 1200
DES 9995	Dental Radiology	2	
<b>AND</b>			
DEH 1002	Pre-Clinical Dental Hygiene	2	Co-req: DEH 1002L, 1133, 1133L
DEH 1002L	Pre-Clinical Dental Hygiene Lab	2	Co-req: DEH 1002
DEH 1133	Dental Anatomy, Histology & Physiology	2	Co-req: DEH 1133L
DEH 1133L	Dental Anatomy Lab	1	Pre-req: DEH1133

DEH 1720	Preventative Dentistry	2	
DES 1200	Dental Radiology	2	Co-req: DEH 1002, 1002L, DES 1200L
DES 1200L	Dental Radiology Lab	2	Co-req: DES 1200

**SECOND TERM IN PROGRAM – 15 Credits Required**

DEH 1800	Dental Hygiene 1	2	Pre-req: DEH 1002, 1002L, 1133; Co-req: DEH 1800L
DEH 1800L	Dental Hygiene 1 Clinic	3	Co-req: DEH 1800
DEH 1811	Professional Issues	2	Co-req: DEH 1800L
DES 1600	Dental Office Emergency	2	
DEH 1400	General and Oral Pathology	3	Pre-req: DEH 1133, DES 1200
HUN 1012	Nutritional Counseling	3	

**THIRD TERM IN PROGRAM – 6 Credits Required**

DEH 1802L	Dental Hygiene 2 Clinic	1	Pre-req: DEH 1800, 1800L
DEH 1804L	Dental Hygiene 3 Clinic	1	Pre-req: DEH1802L
DEH 1840L	Advanced Radiographic & Clinical Assessment Techniques	1	
DEH 2300	Dental Medicine and Pharmacy	21	Pre-req: DEH 1400; Co-req: DEH 1802L, DEH 2300L
DEH 2300L	<b>ADD</b> Dental Medicine and Pharmacy Lab	1	Co-req: DEH 2300
DEH 2602	Periodontology 1	1	

**FOURTH TERM IN PROGRAM – 12 Credits Required**

DEH 2603	Periodontology 2	2	Pre-req: DEH 1400, DEH 1802L
DEH 2603L	Periodontology 2 Lab	1	Pre-req: DEH 1400; Co-req: DEH 2603
DEH 2701	Community Dental Health 1	3	Pre-req: DEH 1804L
DEH 2806	Dental Hygiene 4	2	Pre-req: DEH 1804L; Co-req: DEH 2806L
DEH 2806L	Dental Hygiene 4 Clinic	4	Co-req: DEH 2806

**FIFTH TERM IN PROGRAM – 12 Credits Required**

DEH 2702L	Community Dental Health 2 Clinic	2	Co-req: DEH 2701
DEH 2808	Dental Hygiene 5	2	Pre-req: DEH 2806, 2806L; Co-req: DEH 2808L
DEH 2808L	Dental Hygiene 5 Clinic	4	Pre-req: DEH 2603, 2603L, 2806L; Co-req: DEH 2808
DES 2100	Dental Materials	2	Pre-req: DEH 2806L, DEH 1133;
DES 2100L	Dental Materials Lab	1	Co-req: DES 2100L Co-req: DES 2100

**Add New Course –**

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
DEH2300	Pharmacology and Pain Control	1	4	2012-3

**Course Description:** This course introduces the student to a broad range of Pharmacological concepts including drug categories, drug action, and adverse drug effects. Dental prescriptions such as the antibiotics, antifungals and antivirals will be studied. Students will learn the common medical conditions affecting dental hygiene care, such as cardiovascular disease, endocrine and neurological disorders as well as their drug management will be examined. Prerequisite: DES 1044; co-requisite: DEH 1802L, 2300L (new course). (1 hr. lecture)

**Curriculum Action Rationale:** Requesting to reduce this course from 2 to 1 credit hour, in order to create a 1 credit lab to accompany this course instruction. This change will not alter the State (FLDOE) program length document of 88 credit hours for Dental Hygiene (23021). Program info: The Pharmacology course is completed by the dental hygiene student in order to gain an understanding of pharmacokinetics, pharmacodynamics, adverse drug interactions, side effects and classification of pharmacologic agents. As more of the population is taking medications it is the responsibility of the dental hygienist to become familiar with common drug categories. This knowledge is applied in the clinical setting when reviewing the patient medical history, in the oral examination and in providing dental hygiene care.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Term</u>
DEH2300L	Pharmacology and Pain Control Lab	1	4	2012-3

**Course Description:** This course is designed to prepare the dental hygiene student for the safe and effective administration of local anesthesia. Students will learn about the psychology of pain management, pharmacology of anesthetic agents, emergency precautions, and a review of anatomy and physiology as they relate to the administration of anesthetic agents. This course will include online and clinical instruction. Special fee. (2 hr. lab) Co-requisites: DEH2300.

**Curriculum Action Rationale:** New course request, created to accompany the lecture class (DEH 2300). The addition of this course will not alter the State (FLDOE) program length document of 88 credit hours for Dental Hygiene (23021).

**APPROVE** \_\_\_\_\_ **OPPOSE** \_\_\_\_\_ **MORE INFORMATION** \_\_\_\_\_

## 2. School of Science

### Add New College Credit Certificate – Funeral Service Director

**Program title:** Funeral Service Director  
**Program Code:** 63024  
**Degree Type:** College Credit Certificate (CCC)  
**Effective Term:** Fall 2013-1  
**Affected Campus:** North



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#### FLORIDA FUNERAL DIRECTOR Executive Summary

##### Statement of Justification

##### **1. Identified business/industry need for the program (letter from industry, AWI TOL, etc.).**

The proposed Miami Dade College (MDC) *Florida Funeral Director College Credit Certificate* is being developed in response to the growing industry need for skilled Funeral Directors. The National Funeral Directors Association (NFDA) (an industry association) has delineated the need for more skilled funeral directors as the:

- aging population continues to grow, and
- death rate per capita continues to increase.

Currently, there is no existing college credit certificate in the State of Florida that will serve the needs of the Region 23. This Certificate will meet the labor needs of funeral homes in the State of Florida as identified by Florida Board of Funeral, Cemetery, and Consumer Services. Completion of this certificate, passage of the State exam in the Funeral Service Arts, and the Florida Board Laws and Rules exam would qualify participants for licensure in Florida as Funeral Directors.

##### **Program Goals**

The primary goal of the program is to train individuals for employment in Florida funeral homes as Funeral Directors. The certificate program is a **31** credit hour certificate. Students who complete the certificate can continue their formal education at Miami Dade College by applying the credits achieved to an Associate of Science degree in Funeral Service Education. The program addresses critical workforce needs as identified by NFDA, and the Florida Board of Funeral, Cemetery, and Consumer Services (the licensing authority for Funeral Service) in Florida. The certificate will be attached to the following Miami Dade College (MDC) A.S. degree program:

##### **Parent A.S. degree program**

- Associate in Science – **Funeral Service Education [Existing State Approved Program]**
  - College Credit Certificate – **Florida Funeral Director [Proposed Certificate]**

##### **Program Needs and Benefits**

“Everybody is looking for help,” said David Lowery, past president of the Florida Funeral Directors Association and vice president of Panciera Family Funeral Care in Hollywood, Fla. The National Funeral Directors Association predicts a serious shortage of undertakers within 10 years. It expects a spike in deaths as baby boomers age, as well as a wave of retirements among seasoned funeral directors and there are not enough trainees in the pipeline to replace them, in part because the children in many family-owned businesses are choosing other paths. From 1994 to 2000, the number of students who attended mortuary science programs and earned licenses across the United States fell by 12 percent. In Florida, mortuary job openings are expected to be 11 percent higher.... and bilingual morticians are especially in demand<sup>1</sup>. The Florida Legislature passed SB 1152<sup>2</sup> in a 2010 session meeting which, in addition to changing many provisions of existing Florida Statute 497 (the Statute governing funeral service), it mandated a Funeral Director only license, separate from a combination Funeral Director/ Embalmer

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<sup>1</sup> The Miami Herald, redirected to WFLS-TV Roanoke - <http://www.poynter.org/latest-news/als-morning-meeting/18017/friday-edition-undertaker-shortage/>

<sup>2</sup> Florida Senate – 2010 SB 1152 - <http://archive.flsenate.gov/data/session/2010/Senate/bills/billtext/pdf/s1152.pdf>

license. The bill was signed into law with an effective date of July 1, 2010, and the proposed Florida Funeral Director College Credit Certificate has been designed to fill the need generated by Florida Statutes.

### **Industry Need and Job Outlook**

According to the US Department of Labor "Occupational Outlook Handbook, 2010-11 Edition," "employment growth for funeral directors is expected to be above average for all occupations". Job opportunities are expected to be good and nationally employment of funeral directors is expected to increase by 18 percent during the 2010-2020 decade, slightly above the average for all occupations<sup>3</sup>. Projected job growth reflects the growth in the death care services industry overall due to the aging of the population. In addition to employment growth, the need to replace funeral directors who retire or leave the occupation for other reasons will result in good job opportunities. Funeral directors are older, on average, than workers in most other occupations and expected to retire in greater numbers over the coming decade. Median annual wages for funeral directors were \$54,330 in May 2010. The top 10 percent earned \$98,340.

Our local Miami Dade College advisory committee of Funeral Service Practitioners & Educators fully supports the development and implementation of this certificate and is committed to its growth.

To determine industry need for Region 23, MDC conducted a survey on March 03, 2012, of 25 Funeral Directors. 76% (19 of the 25 respondents) of Funeral Directors indicate a need for the proposed MDC Florida Funeral Director College Credit Certificate and 76% (19 of the 25 respondents) indicated that they would consider hiring an individual who completed the proposed MDC Florida Funeral Director College Credit Certificate.

### **Implementation Strategies**

The anticipated date of implementation for the proposed Florida Funeral Director College Credit Certificate program is August, 2013 (Fall Term 2013-1) and the host site will be at Miami Dade College (MDC) - North Campus.

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<sup>3</sup> Bureau of Labor Statistics - <http://www.bls.gov/ooh/Personal-Care-and-Service/Funeral-directors.htm#tab-6>

**Florida Funeral Director  
College Credit Certificate**

**C6100  
C.I.P. 0312030102**

**Total credits required for the certificate is 31.**

The Florida Funeral Director certificate program is intended for individuals who have obtained a prior degree from an accredited institution and intend to transition into a new career path. Funeral Directors arrange the details and handle the logistics of funerals, assist the family in establishing the location, date, and time of wakes, memorial services, and burials, and determine whether the body should be buried, entombed, or cremated depending on the family's cultural and/or religious practices. The Florida Funeral Director certificate program will allow students to be eligible for the Florida Funeral Directors State Licensing Exam.

**Major Course Requirements - 31 Credits Required  
(Select the following courses)**

<i>Course</i>	<i>Course Title</i>	<i>Credits</i>	<i>Pre-/Co-Requisites</i>
ENC 1101	English Composition 1	3 credits	
BUL 2131	Legal Environment	3 credits	
PHI 2604	Critical Thinking/ Ethics	3 credits	Pre-Req ENC 1101
FSE 1000	Introduction to Funeral Services	3 credits	
FSE 1080	Funeral Law	3 credits	
FSE 2060	Funeral Directing	3 credits	
FSE 2061	Thanatology	3 credits	Pre-Req FSE 1000
FSE 2200	Funeral Service Accounting	3 credits	
FSE 2201	Funeral Home Operations	3 credits	Co-Req FSE 2200
FSE 2202	Funeral Service Business Mgt.	3 credits	
FSE 2932	Professional Review: FS Arts	1 credit	Departmental Permission

**Computer Competency:** By the **16th earned** college level credit (excluding EAP and college preparatory courses), a student **must take** the Computer Competency Test and pass

*Or*

By the **31st earned** college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing score on the Computer Competency Test.**

Students should check their individualized Degree Audit Report to determine the specific graduation policies in effect for their program of study for the year and term they entered Miami Dade. This outline includes current graduation Requirements.

The final responsibility for meeting graduation Requirements stated in your Degree Audit Report rests with you.

### 3. Testing

#### Placement Criteria Document (2013-2014)

[http://www.mdc.edu/main/testing/criteria/placement\\_criteria\\_documents.aspx](http://www.mdc.edu/main/testing/criteria/placement_criteria_documents.aspx)  
[Placement Document 2013-2014](#)

APPROVE \_\_\_\_\_ OPPOSE \_\_\_\_\_ MORE INFORMATION \_\_\_\_\_

### 4. Informational Item (s)

#### Student Achievement Initiatives (SAI) Updates SAI and the QEP

 <p><b>CONNECTING QUALITY WITH THE STUDENT ACHIEVEMENT INITIATIVES</b></p> <p>CAMPUS: CASSC MAY 14, 2013</p>	<h4>The Quality Enhancement Plan (QEP)</h4> <ul style="list-style-type: none"><li>• Every ten years, each regionally accredited college or university engages in the renewal of institutional accreditation.</li><li>• Accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), MDC's accreditation is scheduled for reaffirmation in 2015.</li><li>• A major part of the reaffirmation process is the development and submission of a QEP</li></ul> 
<h4>WHAT IS THE QEP?</h4> <p><i>The QEP is a five-year action and implementation plan that will enhance student learning and further strengthen MDC's educational model.</i></p> 	<h4>Linking Improvement to Quality</h4> <ul style="list-style-type: none"><li>• By considering students' performance and best practices, the QEP identifies an area of student learning and develops strategies to strengthen performance in that area.</li><li>• In selecting the MDC QEP topic, we have focused on an area of student learning that complements and expands the reach of the strategies currently in place under MDC's Student Achievement Initiatives (SAI)</li></ul>
<h4>IDENTIFYING A QEP TOPIC</h4> <p><i>A six-month process of data analysis, comprehensive college surveys, focus groups, town hall meetings and discussions on all MDC campuses was used to identify the QEP topic.</i></p> 	<h4>Identifying a QEP Topic</h4> <ul style="list-style-type: none"><li>• A QEP survey was distributed to 98,968 students and 9,203 full-time faculty and staff.</li><li>• The survey contained nine potential topics generated by town hall meetings on all campuses.</li><li>• Approximately 64 percent of the student respondents identified 'Career Knowledge' as the topic of greatest interest.</li><li>• Faculty and staff respondents also stressed 'Career Knowledge'.</li><li>• Additionally, faculty and staff identified 'Improved Writing' as a major interest along with 20% of the students.</li></ul> 

## WRITING FOR THE REAL WORLD: STRENGTHENING WRITING AND CAREER KNOWLEDGE

*"Writing for the Real World" will focus on improving student-writing skills, particularly in areas that will ultimately increase students' preparation and competitiveness as they enter a workforce that expects effective writing skills.*



## Writing for the Real World

- The overarching goal of Writing for the Real-World is to enhance career knowledge through the skill of writing.
- This focused QEP will foster the development of professional writing skills Associate in Science students from specific MDC Schools and Colleges
- Writing for the Real-World will increase student preparation and competitiveness as they enter a workforce that expects effective writing skills.



## Potential Strategies

- Design and implement a faculty professional development program to train faculty in professional/business writing
- Incorporate or design co-curricular activities through Campus Career Centers that focus on career knowledge
- Collaborate with Campus Writing Centers to provide professional/business writing training for staff and tutors
- Provide virtual co-curricular activities and tutoring for online students within the selected AS programs
- Develop writing learning outcomes and writing rubrics for major courses in the program



## Next Steps

- Identify QEP Development Team (by June 2013)
- Draft the detailed QEP and identify resources required for implementation (by July 2014)
- Coordinate the SACS evaluation review during (Fall 2014)
- Oversee the plan through its implementation (Spring 2015 through 2019)
- Prepare the QEP Impact Report as part of MDC's Fifth Year Report (Fall 2020)