

Miami Dade College  
Office of the Vice Provost of Academic Affairs

April 14, 2017

**MEMORANDUM**

**TO: Lenore Rodicio**

**FROM: Julie Alexander**

All curriculum items included in this report were voted on electronically for the April 11, 2017, College CASSC meeting. Approval of curriculum items is for offering at all campuses and centers, all off campus sites, at Honors level and through Distance Education.

*Curriculum Requiring Approval*

1. School of Science

• Program Modifications

**Program Title:** Funeral Services Education  
**Degree Type:** Associate in Science (A.S.)  
**Program Length:** 72 Credits  
**Program Code:** 23049  
**Effective Date:** May 2017  
**Affected Campus (es):** North

**Administrator (s):** Heather Belmont  
**Faculty:** Joseph Finocchiaro

**Motion 1:** The School of Science – Funeral Services Education program is proposing modifications to the existing AS in Funeral Services program description and program layout.

Course Reinstatement

**Motion 2:** The School of Science – Funeral Services Education program is proposing to reinstatement/activate one (1) course for inclusion in the existing AS in Funeral Services.

<u>Course</u>	<u>Title</u>	<u>Credits</u>
FSE2930L	Funeral Service Professional Review	2.0

## Add Existing Courses

**Motion 3:** The School of Science – Funeral Services Education program is proposing to modify three (3) courses in the existing AS in Funeral Services.

<u>Course</u>	<u>Title</u>	<u>Credits</u>
FSE1000	History of Funeral Service	3.0
FSE2160	Funeral Service Pathology	3.0
FSE2203C	Funeral Home Applications	3.0

*Note: All courses are existing and are in line with the current credentialing standards as stipulated by the institution (<http://www.mdc.edu/accrreditation/faculty-credentials/>). All changes have been discussed and voted on by the FSE discipline, Department Chair, and Discipline Dean.*

## 2. School of Business

- Existing Course Modifications

**Effective Date:** May 2017

**Affected Campus (es):** North, Wolfson, Kendall, Homestead, InterAmerican, Hialeah, MDC-West, Centers, all off campus sites, at Honors level and through Distance Education.

**Administrator (s):** John Adkins/Lynne Arguelles

**Faculty:** Staci Shanahan

**Motion 1:** The School of Business – Accounting Discipline is proposing to modify the course descriptions for four (4) accounting labs.

<u>Course</u>	<u>Title</u>	<u>Credits</u>
ACG 2001L	Principles of Accounting 1 Lab	1.0
ACG 2011L	Principles of Accounting 2 Lab	1.0
ACG 2021L	Financial Accounting Lab	1.0
ACG 2071L	Managerial Accounting Lab	1.0

**NOTE:** Details for all informational and curriculum items requiring approval, are found on the next pages.

## *Detailed Agenda*

### 4. Approval of Minutes March 14, 2017

VOTE:	UNANIMOUS APPROVAL
IN FAVOR	34
OPPOSED	0
ABSTAINED	0

## *Curriculum Requiring Approval*

### 5. School of Science

- **Program Modifications**

<b>Program Title:</b>	Funeral Services Education
<b>Degree Type:</b>	Associate in Science (A.S.)
<b>Program Length:</b>	72 Credits
<b>Program Code:</b>	23049
<b>Effective Date:</b>	May 2017
<b>Affected Campus (es):</b>	North

<b>Administrator (s):</b>	Heather Belmont
<b>Faculty:</b>	Joseph Finocchiaro

**Motion 1:** The School of Science – Funeral Services Education program is proposing modifications to the existing AS in Funeral Services program description and program layout.

VOTE:	UNANIMOUS APPROVAL
IN FAVOR	34
OPPOSED	0
ABSTAINED	0

**ASSOCIATE IN SCIENCE DEGREE  
PROGRAM OF STUDY: FUNERAL SERVICES (23049)  
EFFECTIVE TERM: Summer 2017 (2016-3)**

**GENERAL EDUCATION REQUIREMENTS**

1. COMMUNICATIONS (3.00 credits)  
ENC 1101 - English Composition 1 (3 credits)
2. ORAL COMMUNICATIONS (3.00 credits)  
SPC 1017 - Fundamentals of Speech Communication (3 credits)
3. HUMANITIES (3.00 credits)  
PHI 2604 - Critical Thinking/Ethics (3 credits)
4. BEHAVIORAL/SOCIAL SCIENCE (6.00 credits)  
CLP 1006 - Psychology of Personal Effectiveness (3 credits)  
SYG 2000 - Introduction to Sociology (3 credits)
5. MATH/SCIENCE (3.00 credits)  
BSC 1084 - Functional Human Anatomy (3 credits)
6. COMPUTER COMPETENCY  
Test type(s) needed:  
Computer Competency Test  
**OR**  
CGS 1060C – Introduction to Computer Technology & Applications
7. MAJOR COURSE REQUIREMENTS (52.00 credits)  
BUL 2131 - Legal Environment (3 credits)  
FSE 1000 - Introduction to Funeral Services (3 credits)  
FSE 1080 - Funeral Law (3 credits)  
FSE 1105 - Funeral Service Chemistry (3 credits)  
FSE 2060 - Funeral Directing (3 credits)  
FSE 2061 - Thanatology (3 credits)  
FSE 2100 - Embalming 1 (3 credits)  
FSE 2100L - Embalming 1 Laboratory (2 credits)  
FSE 2106 - Funeral Service Microbiology (3 credits)  
FSE 2120 - Restorative Art (3 credits)  
FSE 2120L - Restorative Arts Lab (1 credits)  
FSE 2140 - Embalming 2 (3 credits)  
FSE 2140L - Embalming 2 Laboratory (2 credits)  
FSE 2160 - Pathology (4 credits)  
FSE 2200 - Funeral Service Accounting (3 credits)  
FSE 2201 - Funeral Home Operations (3 credits)  
FSE 2202 - Funeral Service Business Management (3 credits)  
FSE 2203 - Funeral Home Application (4 credits)
8. MAJOR COURSE REQUIREMENTS (2.00 credits)  
FSE 2931 - Funeral Service Professional Review 1 (1 credits)  
FSE 2932 - Funeral Science Professional Review 2 (1 credits)



**Funeral Services – Program 23049  
Associate in Sciences**

**C.I.P. (1312030100)**

**Total credits required for the degree is 72**

Students in the Funeral Services program are given a broad understanding of all phases of funeral home operations as well as the public health responsibilities of the funeral director and embalmer. **The Funeral Services degree program at Miami Dade College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, (816) 233-3747. Web: [www.abfse.org](http://www.abfse.org).** All students must register to take the International Conference of Funeral Service Examining Boards, Inc. National Board Examination during their final semester.

Students who plan Funeral Service licensure in other states must contract the respective state board to determine licensing requirements and the student is responsible for complying with all particular laws of that state.

**National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program’s rates, go to the Funeral Service Education Office (Building 3142) or by e-mail at [jfinocch@mdc.edu](mailto:jfinocch@mdc.edu), or by telephone 305-237-1244.**

Course	Course Title	Credits	Pre-/Co-Requisites
<b><u>General Education: 15 Credits Required</u></b>			
<b>Communications – 3 Credits Required</b>			
ENC 1101	English Composition 1	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>			
SYG 2000	Introduction to Sociology	3	
<b>Science – 3 Credits Required</b>			
BSC 1084	Functional Human Anatomy	3	BSC 1084 (Optional Laboratory)
<b>Mathematics – 3 Credits Required</b>			
MAC*, MAP*, MAS*, MGF*, MTG*, STA*		3	
<b>COMPUTER COMPETENCY</b>			
Test type(s) needed:			
Computer Competency Test			
OR			
CGS 1060C – Introduction to Computer Technology & Applications			
<b><u>Major Course Requirements: 52-54 Credits Required</u></b>			
<b><u>Group A – 3 Credit Hours Required</u></b>			
BUL 2131	Legal Environment		
BUL 2241	Business Law 1		
<b><u>Group B – 3 Credit Hours Required</u></b>			
FSE 2202	Funeral Home Management		
GEB 1011	Principles of Management		
<b><u>Group C – 3-4 Credits Hours Required</u></b>			
FSE 1105	Thanatochemistry	3	
CHM 1020	General Education Chemistry	3	
CHM 1025	Introduction to Chemistry	3	
CHM 1033	Chemistry for Health Sciences	3	Pre-Req MAT1033 & Co-Req CHM 1033L
CHM1033L	Chemistry for Health Sciences Lab	1	Pre-Req MAT1033 & Co-Req CHM 1033
<b><u>Group D – 3 Credit Hours Required</u></b>			
FSE 2106	Funeral Service Microbiology	3	
MCB 2010	Microbiology I	3	Pre-Req BSC 2010/L or BSC 2085/L, CHM 1033/L or CHM 1045/L

**Group E – 3-4 Credits Hours Required**

FSE 2200	Funeral Service Accounting	3	
ACG 2021	Financial Accounting I	3	Co-Req ACG 2021L
ACG2021L	Financial Accounting I Lab	1	Co-Req ACG2021

**Group F – 35 Credits Required**

FSE 1000	History of Funeral Service	3	
FSE 1080	Funeral Law	3	
FSE 2060	Funeral Directing	3	
FSE 2061	Thanatology	3	
FSE 2100	Embalming 1	3	Pre-Req BSC1084 or FSE1001
FSE 2100L	Embalming 1 Lab	2	Pre/Co-Req FSE 2100
FSE 2120	Restorative Art	3	Pre-Req FSE2100
FSE 2120L	Restorative Art Lab	1	Pre/Co-Req FSE 2120
			Recommended: Completed FSE2100L
FSE 2140	Embalming 2	3	Pre-Req FSE2100
FSE 2140L	Embalming 2 Lab	2	Pre-Req FSE 2100L, Recommended: Completed FSE2100, FSE2140
FSE 2160	Funeral Service Pathology	3	
FSE 2201	Funeral Home Operations	3	
FSE 2203C	Funeral Home Applications	3	Pre-Req FSE2060 and FSE2201

**Group G – 2 Credits Required**

FSE 2930	Professional Review	2	Note: Taken in final semester*
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**Elective Course Requirements: 3-5 Credit Hours**

BSC*		3	
CGS 1060C	Introduction to Computer Technology & Applications	4	
MAN*		3	
MAT 1033	Intermediate Algebra	3	
MCB 2010L	Microbiology Lab 1	1	Pre-Req MAT1033, BSC 2085, BSC2086 & Co-Req MCB2010
SPN*		3	

**Additional Information:**

**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 must apply in person in the FSE office. Students are required to attend program orientation prior to admission into the Funeral Service Education Program.

A minimum cumulative grade point average of 2.0 is required for graduation.

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 rests with the student.

Students must pass both sections of the National Board Examination in order to be licensed as a funeral director and/or embalmer in the State of Florida (2015).

Florida Statutes require fingerprinting and a background check upon application for licensure. Additionally, many funeral homes require a background check as well as drug testing prior to employment. Individuals who possess a criminal record or history of bad character may be denied licensure in this or any other state solely based on their criminal background / character even though they successfully complete this program.

**Program Requirements**

Students must complete all coursework with a "C" or better to complete the degree.

Admission requirement into the Association in Science degree program is completion of all general education classes with a 2.5 GPA or higher.

Applicants with more than three (3) grades of "D", "F", or "W" in the required general education courses are not eligible for entry in the Associate in Science degree program.

Students in the Associate in Science program with more than three (3) grades of "D", "F", or "W" in the Major Course Requirement classes will be removed from the program.

Students who possess the College Credit Certificate in Funeral Service Education and have more than three (3) grades of "D", "F", or "W" cannot apply to the Associate in Science in Funeral Service Education Program.

Students must maintain a 2.0 GPA while admitted to Associate in Science program or be withdrawn from the program.

Students who are withdrawn from the program may re-apply for admission.

Students must be enrolled in at least 6 credit hours for 2 out of 3 semesters in an academic year or they will be removed from the program.

Students may take up to 12 credit hours of course requirements at another institution while admitted to the Associate in Science degree program.

The last 30 hours of the Associate in Science degree must be completed at the home institution. All laboratory and practical classes must be completed at the home institution.

Students of the program must attempt the National Board Examination as administered by the International Conference of Funeral Service Examining Boards ([www.theconferenceonline.org](http://www.theconferenceonline.org)) to be awarded the Associate in Science degree.

## Course Reinstatement

**Motion 2:** The School of Science – Funeral Services Education program is proposing to reinstatement/activate one (1) course for inclusion in the existing AS in Funeral Services.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Date</u>
FSE2930L	Funeral Service Professional Review	2	1	May 2017

**Course Description:** This course is offered for the Funeral Service student who is in their final semester of study. The course is a review of all the assessed material on the National Board Exam to help prepare the student for the examination and professional licensure. A grade of "C" or better is required to successfully complete the class. Pre/Corequisite: FSE1000, FSE1080, FSE2060, FSE2061, FSE2100, FSE2106, FSE2120, FSE2140, FSE2201, FSE2203, FSE2160 (4 hr. lab)

**Curriculum Action Rationale:** This course will be reinstated for use in the Associate of Science in Funeral Service Education due to accrediting and curricular changes.

VOTE:	UNANIMOUS APPROVAL
IN FAVOR	34
OPPOSED	0
ABSTAINED	0

## Add Existing Courses

**Motion 3:** The School of Science – Funeral Services Education program is proposing to modify three (3) courses in the existing AS in Funeral Services.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Date</u>
FSE1000	History of Funeral Service ( <i>proposed</i> ) Introduction to Funeral Service ( <i>current</i> )	3	1	May 2017

**Course Description:** This course traces the origins of funeral service practice from antiquity to modern day practice. Students will learn the evolution of the ethical obligations, fundamental requirements, skills, aptitudes, and qualifications of funeral service professionals. Requires a grade of C or better to pass the course. (3 hr. lecture)

**Curriculum Action Rationale:** Course title change and description to SLO format; to appropriately reflect the content material and focus of the course.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Date</u>
FSE2160	Funeral Service Pathology ( <i>proposed</i> ) Pathology ( <i>current</i> )	3	1	May 2017

**Course Description:** General, systemic and forensic pathology with emphasis on analysis of pre-and post-mortem histology, cytology and etiology. Students will learn the causative factors relating to death and determination of cause of death. (3 hr. lecture)

**Curriculum Action Rationale:** Course title change and description to SLO format; to appropriately reflect the content material and focus of the course.

VOTE:	UNANIMOUS APPROVAL
IN FAVOR	34
OPPOSED	0
ABSTAINED	0



<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Date</u>
FSE2203C	Funeral Home Applications	3	1	May 2017

**Course Description:** Funeral Home Applications reinforces the academic and theory of prior classes with hands on, practical exercises. Students will learn procedures on taking first call, buying and selling of merchandise, funeral arranging, and conducting funerals. Must complete this course with a grade of "C" or better. Prerequisite: FSE2060, FSE2201(3 hr. lecture)

**Curriculum Action Rationale:** Updating course description pre/corequisites, competencies, reducing credits from 4 to 3 due to program/curricular changes, and adding "C" designation to course.

VOTE: UNANIMOUS APPROVAL  
 IN FAVOR 34  
 OPPOSED 0  
 ABSTAINED 0

*Note: All courses are existing and are in line with the current credentialing standards as stipulated by the institution (<http://www.mdc.edu/accreditation/faculty-credentials/>). All changes have been discussed and voted on by the FSE discipline, Department Chair, and Discipline Dean.*

**6. School of Business**

- Existing Course Modifications**

**Effective Date:** May 2017  
**Affected Campus (es):** North, Wolfson, Kendall, Homestead, InterAmerican, Hialeah, MDC-West, Centers, all off campus sites, at Honors level and through Distance Education.

**Administrator (s):** John Adkins/Lynne Arguelles  
**Faculty:** Staci Shanahan

**Motion 1:** The School of Business – Accounting Discipline is proposing to modify the course descriptions for four (4) accounting labs.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Date</u>
ACG2001L	Principles of Accounting 1 Lab	1	1, 2, 3,5,6,7, Ctr.	May 2017

**Course Description:** The student will use computer software and financial accounting applications to analyze accounting records and prepare financial statements. The student will learn, with tutorial help and problem-solving, the concepts needed to achieve the objectives of ACG2001. Corequisite: ACG2001 (2 hr. lab)

**Curriculum Action Rationale:** Updating course description.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Date</u>
ACG2011L	Principles of Accounting 2 Lab	1	1, 2, 3,5,6,7, Ctr.	May 2017

**Course Description:** The student will use computer software and financial accounting applications to analyze accounting records, prepare financial statements, and compile Excel spreadsheets. The student will learn, with tutorial help and problem-solving, the concepts needed to achieve the objectives of ACG2011. Prerequisite: ACG2001, ACG2001L Corequisite: ACG2011. (2 hr. lab)

**Curriculum Action Rationale:** Updating course description.

VOTE: UNANIMOUS APPROVAL  
 IN FAVOR 34  
 OPPOSED 0  
 ABSTAINED 0

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Date</u>
ACG2021L	Financial Accounting Lab	1	1, 2, 3,5,6,7, Ctr.	May 2017

**Course Description:** The student will use computer software and financial accounting applications to analyze accounting records and prepare financial statements. The student will learn, with tutorial help and problem-solving, the concepts needed to achieve the objectives of ACG2021. Corequisite: ACG2021 (2 hr. lab)

**Curriculum Action Rationale:** Updating course description.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Campus</u>	<u>Eff. Date</u>
ACG2071L	Managerial Accounting Lab	1	1, 2, 3,5,6,7, Ctr.	May 2017

**Course Description:** The student will learn to interpret and solve problems related to the managerial accounting field. Additional support will be provided to the student in order to achieve the objectives of ACG2071. Prerequisite: ACG2021, ACG2021L Corequisite: ACG2071 (2 hr. lab)

**Curriculum Action Rationale:** Updating course description.

VOTE:	UNANIMOUS APPROVAL
IN FAVOR	34
OPPOSED	0
ABSTAINED	0

## **2017-2018 COLLEGE CASSC SCHEDULE**

**Meeting Time: 2:00 p.m. – 4:00 p.m.**

<b><u>DATE</u></b>	<b><u>CAMPUS</u></b>	<b><u>ROOM #</u></b>
<b>SEPTEMBER 12, 2017</b> (Second Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>OCTOBER 10, 2017</b> (Second Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>NOVEMBER 7, 2017</b> (First Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>DECEMBER 5, 2017</b> (First Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>JANUARY 9, 2018</b> (Second Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>FEBRUARY 13, 2018</b> (Second Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>MARCH 13, 2018</b> (Second Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>APRIL 10, 2018</b> (Second Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>MAY 8, 2018</b> (Second Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>JUNE 12, 2018</b> (Second Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>
<b>JULY 10, 2018</b> (Second Tuesday of the month)	<b>Wolfson</b>	<b>2106</b>