



EXHIBIT "E"

OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 23, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

I. PROGRAM REVISIONS

Request approval to revise the Administrative Office Specialist Career Certificate program's course structure. Students who have completed the Medical Administrative Specialist Career Certificate have already taken the OTA 0943 Office Internship/Externship course. Students who then enroll in the Administrative Office Specialist CC need to have a separate internship to differentiate between both programs. No change in the length of the program. Program revision effective Spring 2025 (202520).

➤ **Administrative Office Specialist CC #3430**

- Replace OTA 0943 Occupational Office Internship/Externship (48 cont. hrs.) with OTA 0941 Secretarial Office Internship (48 cont. hrs.).
- Change OTA 0941 Secretarial Office Internship contact hours from 90 to 48.

Request approval to modify the Radiography program's Application Requirements, Admission Procedures, and Selection Criteria/Process sections. The revisions to these sections are necessary to enhance the quality of the Radiography program through improved retention and pass rates, and to ensure the industry is populated with professionals who have strong soft skills. Plus, update the program costs with the most current prices. No program length change. Program revisions effective Fall 2025 (202610).

➤ **Radiography AS #1650**

- **Application Requirements**

- Add in Item II. "...and a minimum cumulative prerequisite GPA of 2.75 or higher" after "C or higher".
- Replace Item III. "A Completed Radiography Program online application." with "Completion of the online SFSC Admissions Application, select Radiography major/program."
- Add Item IV. "Official high school transcript/GED transcript."
- Add Item V. "Official transcript from each postsecondary institution attended."
- Add Item VI. "Completed Verification of Work Experience, if applicable."
- Add Item VII. "Certifications-Current or Non-current, if applicable (Verified)."
- Add Item VIII. "Military Service, if applicable. Please provide a copy of the most current Military ID card or a DD 214 (Verified)."
- Add Item IX. "Resident of Highlands, Hardee, or DeSoto County, Minimum of 1 year (Verified)."
- Add NOTE "You are responsible for ensuring your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete. Transcripts will need to be requested to be submitted to South Florida State College from the National Student Clearinghouse website."

- **Admission Procedures**

- Change Admission Procedures to Acceptance Procedures and remove subsection "Submit the following to apply to the program."

- **Selection Criteria and Process**

- Replace Selection Criteria and Process with Radiography Applicant Ranking System:
 - Prerequisite and General Education Courses Cumulative GPA
 - Relevant Medical Work Experience
 - Certifications and/or Degrees
 - Military Veterans
 - Residents of the Tri-County Area
 - Repeat Applicants

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.