

**CURRICULUM ADVISORY BOARD  
MEETING MINUTES  
December 3, 2004**

**Members Present:** Craig Leverette - Chair, Elizabeth Pannell, Joanne Stevens, Arlene Bakner, Serena Butler, , Kathy Morgan, Kyle Wilkinson, and Tom Mobley substituting for Sirous Malek.

**Members Not Present:** Sirous Malek

**Non-CAB Members Present:** Leslie Cannon, Vickie Dobbs, Karen Murph, Linda Robertson - recorder

**PRESENTATIONS:**

**BUSINESS & COMPUTER SCIENCE:**

**Air Force ROTC** – These classes are strictly academic, and by law, the students are allowed to take these classes. In order to obtain a scholarship and a job in the Air Force, a leadership laboratory class is required. The benefits of this program to the students are:

- 1) Because ROTC does not currently have an agreement with Collin County Community College, students Enroll at UNT and pay a higher tuition rate.
- 2) The first two years are without commitment.
- 3) Provides a great deal of leadership training and produces great leaders.
- 4) A scholarship is offered.
- 5) Core values such as integrity and self respect are instilled.
- 6) There is no cost to CCCCD. UNT will provide the facility, and the Air Force and UNT will share the cost of computers and overhead projectors, etc. All instructors are provided.
- 7) There is already one CCCCD student interested in the program.
- 8) The Air Force will help with the recruiting for CCCCD.

**AERS 1105 & AERS 1106** will be taken the freshman year. They will teach communication skills, principals of leadership, customs and courtesies, and different parts of the Air Force. The methods of evaluation are similar to other schools.

**AERS 2103 & AERS 2104** are taught during the sophomore year. These classes teach Air Force history, the evolution of air and space. The Air Force is very diversified and represents a cross section of America with a large population of female personnel.

**General Questions:**

Is this a one-credit course? Yes; the lab is two hours.

How will these be offered? Also, there is not a prerequisite for the 1105 or 1106. Will one be offered in the spring and one in the fall? The 1105 and 2103 are offered in the fall and 1106 and 2104 are offered in the spring. None of the classes have a prerequisite.

Do the classes have to be taken in order? No, they do not.

How many students are in the classes at UNT? They have a total of 97 students, with 60 being from UNT. Students must meet the medical and academic qualifications.

Do we have to worry about numbers at UNT since it is concurrent? We do not have to worry about numbers, because we do not get funded for the courses and we do not pay for the instruction.

Do you have to be an American citizen to take these courses? No, but you have to be a citizen to be commissioned.

**Hotel/Restaurant Management** - A fifteen-credit hour Pastry Arts Specialization Certificate is being proposed. The Culinary Arts students have expressed an interest in taking more advanced pastry arts classes. By adding this class, more completers can be captured.

**PSTR 1340, Plated Deserts** – This course focuses on single-plate presentations and teaches the students how to impress the customer in order for them to be willing to pay more for the pastry. This is not taught in the fundamentals of baking course.

**PSTR 1380, Cooperative Education – Baking and Pastry Arts/Baker/Pastry Chef** – This class is a co-op work experience in which the students will be in another facility's kitchen.

**PSTR 2331, Advanced Pastry Shop** - This is the advanced pastry class. This class involves high-volume bakery productions. The student is taught commercial, uniform baking so that each pastry looks the same. This class also addressed recipe concerns.

### **General Questions:**

With the addition of these courses and the growth population, is it possible to get another kitchen? Discussions have been held regarding the possibility for another kitchen facility. There is a definite need for this profession.

Have you spoken with prospective employers about an interest in hiring students who have not taken a lot of courses in pastry? We actually now have culinary students performing in places like Tom Thumb. The restaurants step back some because it is so labor intense.

### **Marketing**

**BMGT 1341, Business Ethics** – This course was originally part of the degree program prior to WECM. It will replace the elective in the AAS Marketing and in the AAS Marketing/Business Management Specialization. Business Ethics teaches students to practice valuable critical thinking skills that prepare them for unique ethical problems and situations that arise in business cultures and organizations.

### **Computer Programming**

**Database Programming Certificate** – The advisory committee felt the electives were not beneficial to students. LINUX will become a required class, and the electives will be dropped.

**Database Programming Certificate - C++ Specialization** – The same request is needed for this specialization. The only difference is that this specialization uses C++ instead of Visual Basic. LINUX will also be a required class rather than an elective, and all electives will be dropped.

**Software Development Certificate/Visual Basic Specialization** – Visual Basic programming language was expanded over the last few years by Microsoft. The purpose of this is to give the students exposure to this language.

**ITSE 1431, Introduction to Visual Basic Programming [.Net]** – This class is going from a three to a four hour class. Because of the changes and additions that Microsoft has made and continues to make to Visual Basic, it is felt that students beginning in programming need more instructional time to master the amount of material. Visual Basic has reached the level of complexity of other mainstream languages such as C++ which is also taught as a four-hour class to beginning students.

**ITSC 1307, Unix Operating System I** - This course duplicates content that is taught in ITNW 2373; therefore, it is being terminated.

**ITSC 1327, Multi-User Operating System** - This course is no longer listed in WECM. It will be taught for the last time in Spring 2005 so students completing prior degrees/certificates will be able to complete them.

*AFROTC – The motion was made and seconded to approve the AFROTC request. All were in favor.*

*Hotel/Restaurant Management – The motion was made and seconded to approve the new courses from Culinary Arts. All were in favor. The motion was made and seconded to accept the Pastry Arts Specialization Certificate. All were in favor.*

*Marketing – The motion was made and seconded to reinstate the one course and approve the two revised degrees. All were in favor.*

*Computer Programming – The motion was made and seconded to approve the three revised programs. All were in favor. The motion was made and seconded to approve the new course and terminations. All were in favor.*

### **SOCIAL SCIENCES, HEALTH & PUBLIC SERVICES**

**PSYC 1300, Learning Framework** – This course is a broad expansion on some of the topics covered in General Psychology. It teaches the theories of learning, behaviorism, social learning, and strategies. It is intended as a bridge for incoming freshmen who are not prepared to take the general psychology course.

Educationally, students who take this course will learn more about self assessment. The students who take this course will assess themselves and other students and learn how to work with kids of different learning styles.

#### **General Questions:**

Is this class in the core curriculum? No

Why would students take this rather than the 2301? For students going through remediation, this course offers credit to them and offers the learning theories and personal applications that they would get in study skills.

How would this class differ from the study skills already in place? The credit would be a big difference. There would be more exploration into their learning styles. It will hopefully become more individualized for the student.

We have had a class in the past that was shared by two different programs and it has caused a problem because the student thinks he's getting one thing, when in reality he's getting another. How do you differentiate and guide the students? The rubrics will show where the emphasis is.

Is this a remedial course they will be getting credit for? No. This is a higher level study skills course than what is presently available to the student. It involves an individual's cognitive ability versus their ability to manage their time.

Will the students' assignment be to discover their own personal learning style? This will be one of them.

Would they be taught about learning styles in general? Yes, the class will also delve into theory. The more practical applications will also be used also.

Is this course to prepare them to be teachers or to be better learners themselves? It is to prepare them to be better learners because by learning to be better learners, they will be better teachers. As teachers they will be able to assess students and their learning styles.

Will this course apply towards a bachelor degree in education when they transfer as an education major as a methods course? UNT does have a learning styles course. It is not known at this time if this will actually transfer as that. A number of schools do take our education and child development courses as an elective. If it is not accepted as Education 1300 at a four-year college, it will be accepted as an elective.

Will this overlap with any courses that already exist? No, there are no electives that overlap with this.

What is the primary purpose of this course? Is it to teach future teachers how to assess different learning styles or teaching them how to know their own study styles so they can better make it through college? The philosophy is to be a good teacher you have to know yourself. You have to be able to know how you learn when you go through school in order to help others learn their style.

## **CENTER FOR TEACHING, LEARNING AND PROFESSIONAL DEVELOPMENT**

### **Education**

#### **EDUC-1300, Effective Learning Strategies for College Success:**

This course has been developed between the Education (CTLPD) and Academic & Personal Enhancement divisions. It is a study to introduce college students to learning strategies and behaviors necessary for academic success. The student will be introduced to theoretical models and the application of these models. The course is cross-listed in the ACGM with PSYC-1300.

Due to the development of the Associate of Arts in Teaching (AAT) degree, the THECB has revised EDUC-1301, EDUC-2301, and TECA-1311. These courses previously did not require a lab, but now one is required. EDUC-1301 and 2301 will need to be taught as 2 lecture/2 lab hours, and TECA-1311 will be 3 lecture/1 lab hours. The titles of these three courses, plus the other three TECA courses were revised by the ACGM. The other three TECA courses (1303, 1318, & 1354) did not have any additional revisions.

The THECB is replacing the Education Field of Study with the AAT. Following are the different areas of the AAT:

EC-4 Early Childhood Degree Specialization Only – This degree will require the student to complete 63 semester credit hours (SCH), and will begin spring 2005. It will require the completion of the AA or AS core curriculum, MATH 1350 & 1351, and the four TECA courses (TECA 1303, 1311, 1318, and 1354).

EC-4, 4-8, EC-12 – This degree will require the student to complete 63 SCH, and will begin spring 2005. It will require the completion of the AA or AS core curriculum, MATH 1350 & 1351, 6 SCH of science, and EDUC 1301 & 2301.

8-12/Other EC-12 – this degree will require the student to complete 63 SCH, and will begin spring 2005. It will require the completion of the AA or AS core curriculum, EDUC 1301 & 2301, and 12 SCH of courses within the teaching field/academic discipline.

### **General Questions:**

Do they go to participate rather than observe? Yes and no; we are working now on finding schools at all levels that we can contact and put up a rubric so that schools and teachers will know what the students need to learn.

Will this increase the number of personnel that will be required to supervise? This is a situation we will be challenged with. It is hopeful that we will have enough personnel with the help of the cooperating teacher. The old title is listed on the syllabus. This will be noted and changed.

Here it is referred to as P-12 and in the program it is referred to as EC-12. What is the difference?  
Basically it is the same; preschool or early childhood.

Appendix E, the operating budget isn't changing much.

There are no changes in the TECA courses.

## **ENGINEERING TECHNOLOGY**

### **Computer Networking Technology:**

**ITNW 1358 Network + -** This course is designed to introduce computer networking concepts to students who are unfamiliar with networks. This course is changing from a two-hour lab class to a three-hour lab class. There will be additional material added to this class.

The question was asked if there is enough space in the labs to do another hour? Yes, and there is good tech support.

**ITNW 1492**, Special Topics in computer systems networking and telecommunications - Voice-over-Internet Protocol. The rationale for this new topic is to provide our students with the skills and knowledge to compete for jobs within an environment that is now focused on security and convergent technologies.

**Electronic Technology** – The following title changes are requested: AAS Instrumentation Electronic Specialization to change to AAS Biomedical Instrumentation Electronic Specialization; Instrumentation Electronic Specialization Certificate to change to Biomedical Instrumentation Electronic Specialization Certificate. Also, credit hours for each will decrease – from 71 to 70 for the AAS and 31 to 30 for the Certificate.

### **General Questions:**

Is co-op replacing ELMT 1301? Is it required anywhere else? Will it stay on the books as an elective? Yes. This class hasn't made for quite a while.

Will it eventually go away? It depends. The advisory committee will give us more feedback on that.

If it is a WECM course, does it have to be tied to a degree to be in our inventory? It has to be an elective to tie it to a degree.

**EECT 1491**, Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician - Medical Electronic Applications. This course gives a high level view of pieces of highly electronic equipment used in hospitals.

Computer-Aided Drafting and Design – The request is to add two marketable Skills Achievement Awards as follows:

- AutoCAD
- Pro/Engineer

These will be available to students who want to acquire basic CADD skills or update their skills. Each one is software specific and will use courses already in our inventory. Information will be added to the program description in the catalog.

**Interior and Architectural Design** – A Marketable Skills Achievement Award is requested as an option to better serve students and working professionals who are not interested in a degree but in taking a few selected courses to acquire a particular skill set.

Questions regarding EECT 1491 and ITNW 1492:

Are these just for this summer until permanent courses are offered? Yes, especially the medical electronics course.

How did you choose to use the rubric of the EECT and put it in the telecom CIP instead of putting it in the biomedical CIP and using CIOM 1491? We took advantage of an existing rubric that we already had in our inventory.

**MOTIONS:**

*The motion was made and seconded to approve the Interior & Architectural Design proposal. All were in favor.*

*The motion was made and seconded to approve the Computer Aided Drafting & Design proposal. All were in favor.*

*The motion was made and seconded to approve the Computer Networking Technology course proposals. All were in favor.*

*The motion was made and seconded to approve the request for BIOM 1280. All were in agreement.*

*The motion was made and seconded to approve the request for BIOM 1355; however, the contract hour ratio is incorrect. The division will have the option of either increasing the credit hours or adjusting the contact hours. All were in agreement.*

*The motion was made and seconded to approve the AAS Biomedical Instrumentation Electronic Specialization with the condition that BIOM 1355/1455 be used in place of EECT 1491.*

*The motion was made and seconded to approve the Biomedical Instrumentation Electronic Specialization certificate with the same condition as the AAS.*

*The motion was made and seconded to disapprove PSYC 1300/Learning Framework. All were in favor.*

*The motion was made and seconded to disapprove EDUC 1300/Effective Learning Strategies for College Success. All were in agreement.*

*The motion was made and seconded to approve the EDUC 1301, 2301, & TECA 1311 course changes. All were in favor.*

*The motion was made and seconded to approve the three areas of the AAT program. All were in favor.*

Scheduling a January meeting (January 12) was discussed. Karen will send an email to obtain preferences.