

**CURRICULUM ADVISORY BOARD**  
**Meeting Minutes**  
**11-17-06**

**MEMBERS PRESENT:** Elizabeth Pannell, Chair, Bill Ardis, Will Brannon, Matt Coulter, Gary Hodge, Kathy Mixson, Traci Ramsey, Luke Sides, Jey Venkatesan

**MEMBERS NOT PRESENT:** Serena Butler

**NON-MEMBERS PRESENT:** Vickie Dobbs, Karen Murph, Linda Robertson

The meeting was held at Central Park Campus and was called to order by Elizabeth Pannell.

**PRESENTATIONS:**

**Fine Arts**

**Theatre -**

DRAM 2331 and DRAM 2375 are courses no longer requiring a prerequisite. They are asking that the prerequisite be removed. It was suggested by a CAB member that 'measurable student learning outcomes' be reviewed and terminology be rewritten to better demonstrate the outcomes.

**Music -**

Two new courses, MUSI 2183 and MUSI 2184, were presented. These courses are to complete the class voice series and add an advanced level of study with further emphasis on technique and performance. Two more new courses, MUAP 2284 and MUAP 2384, were presented. These courses will add an additional level of vocal coaching. It was suggested by a CAB member that 'measurable student learning outcomes' be reviewed and terminology be rewritten to better demonstrate the outcomes.

**Mathematics and Natural Science**

Tabled from the November 3 electronic meeting, MATH 1414 was presented as a change in the catalog description to better describe course content. No other changes are being proposed.

**Business, Information, & Engineering Technologies**

The request is for a new course, HITT 1301, to be added to the Medical Coding and Billing Specialization Certificate. Professional organization, American Health Information Management Association, considers the content of this introductory course as important for the coding certificate.

**Social and Behavioral Sciences at PRC**

SOCI 2340 was presented to be added to the curriculum. This course is in the ACGM, but has never been offered at Collin. "Student" needs to be added before "Learning" in "Measurable Student Learning Outcomes". It was suggested by a CAB member that 'measurable student learning outcomes' be reviewed and terminology be rewritten to better demonstrate the outcomes. The suggestion was made to change "emphases" to "emphasis" in the course description, and change "None" to "See Instructor's Syllabus" for "Supplies."

**Motions:**

The motion was made and seconded to approve DRAM 2331, DRAM 2375 as presented. All were in favor.

The motion was made and seconded to approve MUSI 2183, MUSI 2184 as presented. It was pointed out that the corequisite and prerequisite are not what the dean signed off on. The motion was withdrawn. The motion was made

and seconded to table MUSI 2183 and MUSI 2184 so that the Course Transmittal Form and syllabus both have the correct prerequisite.

The motion was made and seconded to approve MUAP 2284 and MUAP 2384 as presented. It was pointed out that the course learning objectives need to be modified to state the measurable student learning outcomes on the Syllabus. It was noted that "developing" is not measurable and the last sentence in the "Measurable Student Learning Outcomes" should read "For Specific measurable learning outcomes see the instructor's syllabus. The motion was withdrawn. After discussion, a new motion was made and seconded to approve the new courses on the condition the requested revisions are made. All were in favor.

The motion was made and seconded to approve the revisions to MATH 1414. Discussion took place on the syllabus heading, 'Course Learning Objectives.' The motion was withdrawn and a new motion was made and seconded to accept the changes on the condition that the syllabus be changed to reflect 'Measurable Student Learning Outcomes'. All were in favor.

The motion was made and seconded to table HITT 1301 for clarification of terminology. All were in favor.

The motion was made and seconded to approve SOCI 2340 as presented contingent on the revisions suggested. All were in favor.

Approval of September 29, 2006 minutes: Discussion took place on measurable student learning outcomes on the Instructor's Syllabus. Clarification is needed from the Vice President of Academic Affairs as to the information that should be listed on the Generic Syllabus and Instructor's Syllabus regarding the learning outcomes. The motion was made and seconded to approve the minutes from September 29 once clarification is obtained. Elizabeth Pannell will meet with Thom Chesney for this clarification.

The next meeting will be at CYC, December 1 at 1:00 p.m. A second December meeting will be scheduled if needed. All presentation's that were tabled at today's meeting will be voted on electronically.

The motion was made and seconded to dismiss. All were in favor.