

CURRICULUM ADVISORY BOARD
Meeting Minutes
September 29, 2006

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

NON-MEMBERS PRESENT: Vickie Dobbs

NON-MEMBERS ABSENT: Karen Murph, Linda Robertson

The meeting was held at Spring Creek Campus and was called to order by Elizabeth.

PRESENTATIONS:

Fine Arts

Chris Morgan presented MUSC 2356, Songwriting II. They are requesting that this course be added to our inventory, and it will be added as an elective to the AAS – Music, Commercial. MUSC 1321, Songwriting I, has been offered for years, and it always makes. By adding this course, the focus can be on techniques and the business aspects of songwriting. There is just not enough time to cover everything in one course, and the rigor can be increased by adding a second level.

The motion was made and seconded to accept this course and have it added as an elective to the AAS. Motion passed unanimously.

Developmental Education

Dean Juanita Austin, Vanessa Lehigh, and Marilyn Massey presented ACPE 0300. They have come back to CAB after making changes to this course, requesting ACPE 0200 be changed to ACPE 0300. There are many skills required to assist students build their skills to be successful in college. Because of this, the course has been expanded, making an additional hour necessary to cover all the materials. They have visited El Centro, and these changes will make our offering more in-line with what other community colleges are offering.

Concerns:

- Are there enough sections to allow all students on academic probation to take this course?
 - Dean Austin explained that she requested additional funds for this in budget hearings, but it was not approved. There are hundreds of students on probation, and they have never had enough sections to allow/require all these students to take this course. This course was just moved under her, and they want to review it next year.
- What happens if the student takes this course, passes, but is still on probation?
- They are looking at offering this course in modules so that a student can come in and only take the part(s) that will assist them in developing their skills; thus, making the student more successful.
 - They are not able to project this, but will be watching as they begin their first year of offering this course.

The motion was made and seconded to change ACPE 0200 to ACPE 0300. Motion passed unanimously.

Minutes from August 24, 2006

The members reviewed the minutes from the August 24th CAB meeting. Motion was made and seconded to approve the minutes as presented. Motion passed unanimously.

Syllabus Format

Thom Chesney has requested the format of both the instructor and generic syllabus format be revisited. The suggestion was made to change "generic" to "departmental", and "instructor" to "faculty". After much discussion, members agreed that the following format should be utilized.

The following items should be included on the generic/departmental syllabus:

- Course Number: *Rubric (all caps) – Course Number (4 digits)*
Course Title: *Should match CTF (ACGM titles may vary; WECM titles must match-they may be abbreviated and added to)*
- Course Credit Hours: *(SCH) Lecture Hours: (weekly contact hours) Lab Hours: (weekly contact hours) Clinical/Recitation Hours: (weekly contact hours) (Only list the formats that are used.)*
- Prerequisite: *Course Rubric and Number, or "NONE"*
Corequisite: *If applicable, list Course Rubric and Number*
- Course Description: *Insert approved catalog description. For new courses, this should match the CTF, as that will be used for the catalog. Please note ACGM course descriptions must cover all learning objectives listed in the ACGM for the course. The wording may vary, but must cover all intended learning objectives. WECM must use the approved description. This may be added to, if necessary.*
- Measurable Student Learning Outcomes: *This section will outline general expected outcomes of the course. All outcomes must be measurable.*
- Course Requirements: *General requirements all students must accomplish to successfully complete the course. There should be some requirements that are required for all sections of a course. The instructor may add to this on the Instructor/Faculty Syllabus.*

The following items should be included on the instructor/faculty syllabus:

- Course Number: *Rubric (all caps) – Course Number (4 digits)*
Course Title: *Should match CTF (ACGM titles may vary; WECM titles must match-they may be abbreviated and added to)*
- Course Credit Hours: *(SCH) Lecture Hours: (weekly contact hours) Lab Hours: (weekly contact hours) Clinical/Recitation Hours: (weekly contact hours) (Only list the formats that are used.)*
- Prerequisite: *Course Rubric and Number, or "NONE"*
Corequisite: *If applicable, list Course Rubric and Number*
- Course Delivery Method:
Instructor's Information:
Instructor's Name:
Office Number:
Office Hours: *If Associate Faculty, the statement "by appointment only". (Per SACS, contact information must be provided to students. If "by appointment only", then what day of the week and time of the day appointments may be scheduled needs to be communicated here.)*
- Contact Information: *Phone, e-mail, department office contact in case of emergencies*
- Class Information:
Class Meeting Times
Class Meeting Location
- Textbook:
Supplies:
Method of Evaluation:
- Measurable Student Learning Outcomes: *This section will outline general expected outcomes of the course. All outcomes must be measurable.*
- Course Requirements: *General requirements all students must accomplish to successfully complete the course. There should be some requirements that are required for all sections of a course. The instructor can add to this on the Instructor/Faculty Syllabus.*
- Method of Evaluation: *Grading policy/Scale, specifically state how grade is determined*
- Attendance Policy: *Must include this. Also include the following:
The last day to withdraw is _____
Religious Holy Days: please refer to the current Collin Student Handbook*

- ADA Statement: It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.
- Academic Ethics: The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.
Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.
Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for the assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.
Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.
- Tentative Course Calendar: *This course calendar is for proposed due dates of major assignments, exam dates, projects, papers, etc.*

NOTE: A copy of the generic/departmental syllabus is available on the college website at: <http://iws.ccccd.edu/syllabus>

<p>LEGEND: Required information Explanation of what should be included</p>

At the previous CAB meeting, it was agreed that the By-Laws would be reviewed and approved through e-mail. A few revisions were requested, so the updated information was passed out. Everyone agreed their revisions have been made.

A request has been made to move the November 3rd CAB meeting from CYC to SCC. Everyone agreed to this.

The next meeting is October 20, 2006, at CYC.

The meeting was adjourned.