

**CURRICULUM ADVISORY BOARD**  
**Meeting Minutes**  
**8/24/07**

**MEMBERS PRESENT:** Matt Coulter - Chair, Bill Ardis, Will Brannon, Ann Cervantez, Glen Grimes, Susan Moss, Traci Ramsey, Jey Venkatesan,

**MEMBERS NOT PRESENT:** Luke Sides, Gary Hodge

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

The first CAB meeting for 2007-2008 was held at the Courtyard Campus at 12:30 p.m. Lunch was provided. Matt Coulter, Chair, welcomed everyone and introduced the new members. CAB manuals were distributed to the new members and updates were given to the returning members.

**PRESENTATIONS:**

**Mathematics & Natural Sciences**

Biotechnology – Cameron Neal requested a provisional approval for BIOT 1411. This course was approved by the Academic Course Guide Committee (ACGM). This course has to be approved by the Texas Common Course Numbering System (TCCNS) committee and once it is approved, it will go back to the ACGM. Due to changes in TCCNS, they have not met in over a year, but are expected to meet in September. It is anticipated that they will approve the number for this course. Once these approvals are made, it will go to the full Coordinating Board for approval. It is estimated that it will be November before it is approved. They plan to offer the course in the spring.

**Orientation/Refresher**

A handout of important websites was distributed. Vickie gave an overview of the curriculum website, THECB website, Workforce Education Course Manual (WECM), and curriculum forms.

**Future Meeting Dates**

CAB meetings will start at 1:30. The scheduled CAB dates and locations are:

CYC: 9/28, 10/12, 11/16, 11/30.

SCC: 10/19

**Course Syllabus**

Cameron discussed changes on the generic and instructional syllabus, what is needed for the students, and what needs to be handed out to the students when they enroll. The syllabus is still in the review process.

**Motions:**

*The motion was made and seconded to accept BIOT 1411 with the provision that it is approved by the TCCNS and changes to the syllabus are made. All were in favor.*

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