

## **CURRICULUM ADVISORY BOARD**

**April 30, 2010**

**1:30 pm**

**CPC B106**

**Meeting Minutes**

### **Voting Members Present:**

Matt Coulter – Chair, Donna Cain, Glen Grimes, Susan Moss, Tom Ottinger, Kelly Putnam, Linda Sears

### **Non-Voting Members Present:**

Kathleen Fenton, Karen Murph, Vickie Stone

### **Voting Member Absent:**

Ann Cervantez, Donald Weasenforth

### **Non-Voting Member Absent:**

Bill Blitt – Deans' Liaison

Matt Coulter called the meeting to order.

### **Discussion**

- ◆ Matt passed out the updated “Core Curriculum Statement”, as of April 27, 2010. After reviewing the updated revision, the recommendation was made to forward the statement to GEO Forum II. Recommendation approved unanimously. Matt will forward this statement to Tony Howard and Tom Martin, Co-Chairs of GEO Forum II.
- ◆ Kathleen Fenton asked if the CAB was agreeable for this statement to be included on Collin’s academic webpage about Core, if GEO Forum accepted it and leadership approved it. The request was approved unanimously.
- ◆ Kathleen Fenton had sent a list of courses with low enrollment for the last three years to the appropriate deans to determine if any should be terminated from Collin’s inventory. Six courses were identified for termination: PHTC2301 Intermediate Photography, COMM1319 Photo Editing and Layout; PHED1141 Intermediate Aerobic Dance; PHED1308 Sports Officiating I; PHED1309 Sports Officiating II; and PHED2255 Water Safety Instruction. PHED 1141 and PHED 2255 are also within Collin’s core as activity options. The recommendation was to approve these terminations effective Fall 2010, contingent on the completion of the appropriate forms. The THECB will also be notified of the updated core courses. Recommendation was approved unanimously.
- ◆ Matt passed out “Persistence proposal for the Retention Council”, dealing with students who are 90% core complete but not able to complete their degree/core because of Collin’s repeat policy. The CAB recommended this statement being forwarded to the Retention Council. Recommendation was approved unanimously. Tom Ottinger volunteered to draft a similar proposal appropriate for students in WECM programs who cannot complete the program or certificate for lack of successful completion of one course after two tries.

### **Deans’ Liaison Report**

There were no unresolved CAB recommendations.

## Student Development Liaison Proposal

Todd Fields presented CAB with a proposal to add a non-voting member from Student Development. This person will provide Student Development with information applicable to their area, and assist in providing the CAB with information when proposals may cause a problem to their area (i.e. Advising; Banner) – Recommended

This proposal required the Operational Procedures and Guidelines to be updated. Kathleen passed out proposed language to incorporate the position of Student Development Liaison in blue font for review. (See Operational Procedures and Guidelines attachment.)

Language detailing the duties of the Deans' Liaison in purple font was also presented.

The **blue** and **purple** font revisions were approved unanimously.

## Curricular Items:

### Business, Information, and Engineering Technologies

#### ◆ Business Management

- \* Title changes: AAS – Criminal Justice Administration Specialization; Certificate – Criminal Justice Administration Specialization – Recommended

#### ◆ Computer Programming

- \* Program Revision, per 2.26.10 CAB recommendation: Certificate – Software Development – Recommended

#### ◆ Culinary Arts

- \* Course Revisions: CHEF 1302; CHEF 1310; CHEF 1314; CHEF 1341; CHEF 1345; CHEF 2302; CHEF 2331; CHEF 2341; CHEF 2380; PSTR 1305; PSTR 1306; PSTR 1310; PSTR 1312; PSTR 1340; PSTR 2301; PSTR 2331; PSTR 2380 – Recommended

#### ◆ Engineering Technologies

- \* Computer Networking Technology
  - New course: ITNW 2473 – Recommended
- \* Interior and Architectural Design
  - New course: INDS 1271 – Recommended
  - Program Revisions: AAS – Interior and Architectural Design; AAS – Green Interior and Architectural Design Specialization – Recommended

#### ◆ Hospitality and Food Service Management

- \* Program Revisions: Certificate – Hotel/Restaurant Management; Certificate – Catering Management Specialization; Certificate – Hotel Management Specialization; Certificate – Meetings and Event Management Specialization – Recommended

#### ◆ Paralegal/Legal Assistant

- \* New course: LGLA 1343 – Recommended
- \* Program Revisions: AAS – Paralegal/Legal Assistant; Certificate – Paralegal General - Recommended

## Fine Arts

#### ◆ Applied Graphic Design Technology

- \* Program Revision: AAS – Commercial Photography Specialization – Recommended

#### ◆ Music, Commercial

- \* Program Revision: AAS – Commercial Music – Recommended

#### ◆ Photography

- \* Course Revision: ARTS 1313 – Recommended

### **New Business**

- Matt Coulter presented a proposal from Peggy Brown asking for CAB to consider sending a CAB representative to Faculty Council on a regular basis. No vote was taken at this time because the Faculty Council will have a new president and CAB will have some additional new members in the fall. In August 2010, if CAB supports this proposal, Matt indicated his interest in serving in the capacity as CAB representative to Faculty Council for the 2010-2011 academic year, if his fellow CAB members select him.
- Matt presented Certificates of Appreciation to outgoing CAB Members – Ann Cervantez, Glen Grimes and Susan Moss.
- Kathleen Fenton presented Matt Coulter with Certificate of Appreciation for serving as CAB Chair.
- 2010-2013 CAB members are: Julie Boganwright, Christine DeLaTorre and Glen Grimes.
- Glen Grimes was elected CAB Chair for 2010-2011.
- First meeting for 2010-2011 will be August 19 , 1:30 pm at SCC – This will be an orientation meeting.

Meeting adjourned at 3:35 pm



CURRICULUM ADVISORY BOARD  
OPERATIONAL PROCEDURES AND GUIDELINES

I. The Charge

The Curriculum Advisory Board (CAB) is charged with reviewing all changes in curricula or catalog listings, including the addition of new courses and programs, and making recommendations to the designated Academic Officer (AO) in accordance with the policies of the Collin College Board of Trustees, the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools (SACS). Further, the CAB is charged with providing a faculty-driven forum to address college-wide issues through a curricular perspective.

II. Membership

A. The CAB is comprised of representatives from the faculty who are appointed by their deans to serve three-year rotating terms. An academic dean will serve as Deans' Liaison (DL) for a three-year term as an ex officio member. **A Student Development Liaison (SDL) will serve for a three-year term as an ex-officio member.**

B. Selection

Appointment of faculty members is made by academic deans from the disciplinary areas in consultation with the designated AO.

The academic dean serving as the DL shall be appointed by the designated AO.

**The student development staff member serving as the SDL will be appointed by the Vice-President of Student Development.**

Annually, following positions shall be nominated from the floor by the faculty members, followed by a vote:

- the Chair,
- Temporary Chair-designee from among second- and third-year members, **and**
- **CAB representative to the Faculty Council (Faculty Council representative)**

C. Succession

If the Chair is unable to attend a CAB function or otherwise serve as Chair, the designated second- or third-year member shall replace the Chair until the return of the elected Chair or the next Chair election.

In recognition of the vital communication role of the Deans' Liaison, if the DL is unable to attend a CAB meeting or report the proceedings to the Vice President/Provosts or inform CAB as to the status of pending CAB recommendations, the function of the DL shall temporarily transfer to the CAB Chair.



CURRICULUM ADVISORY BOARD  
OPERATIONAL PROCEDURES AND GUIDELINES

**If the Faculty Council Representative (FCR) is unable to attend either a CAB meeting or the next scheduled Faculty Council meeting, then the FCR shall arrange for another CAB member to attend both meetings and report CAB proceedings to the Faculty Council.**

D. Representation

There shall be one voting representative for every fifteen academic programs within a disciplinary area.

There will be one representative from each of the following disciplinary areas:

- Communications and Humanities
- Developmental Education
- Fine Arts
- Health Sciences and Emergency Services
- Mathematics and Natural Sciences
- Physical Education
- Social and Behavioral Sciences

Because of the number of programs, the following disciplinary area will have two representatives:

- Business, Information, and Engineering Technologies

E. Length of Term

Any full-time faculty member is eligible to serve a three-year term on the committee. One year served equates to one academic year. It shall be the committee's goal to maintain a rotation that best limits turnover.

III. Duties

All members of the CAB shall review each course / program proposal to verify the following:

- The course / program is consistent with the mission and strategic plan of Collin County Community College District (Collin).
- The course / program is relevant to its degree / certificate plan.
- The course / program is not a duplication of other courses / programs offered at Collin.
- The course / program title seems appropriate.
- The course description is appropriate and includes all necessary information (prerequisites, lab hours, etc.).
- The course / program includes measurable student learning outcomes.
- Compliance with common course numbering, accuracy of approval numbers, and other administrative details consistent with the THECB guidelines.
- The program includes the necessary courses to satisfy the core curriculum requirements.
- The course / program has sufficient resources and commitment to support the proposal.
- The percentage of a degree / certificate available online after the addition of the proposed course / program.



CURRICULUM ADVISORY BOARD  
OPERATIONAL PROCEDURES AND GUIDELINES

Proposals with an impact beyond specific courses or programs such as decisions about Core or college-wide issues such as retention or Dual Credit will be reviewed in light of the college mission and values as the primary criteria. Any other criteria relevant to a particular proposal decision may be defined and recognized by the membership at the time the proposal is submitted to a CAB vote.

The CAB will table, deny or recommend proposals requesting curricular actions. Proposals denied by the CAB will be remanded to the sending dean by the CAB Chair. Recommended CAB proposals will be presented to the VP/Ps by the DL for action. The DL will in turn report the status of the CAB recommendations with the accompanying reasons for endorsement or rejection of the CAB proposal(s) to the CAB until the CAB recommendation has been approved or denied by the designated AO. The designated AO has the authority to forward the recommendation to the President for final approval or to decline the recommendation, with notification sent to the proposing dean.

Only voting members will be eligible to participate in recommendation voting. The dean, committee chair or VP responsible for a proposal will be notified of its CAB status within ten days of the meeting at which it was an agenda item.

Members will collaborate with faculty / administration to develop policy recommendations regarding curricular matters such as retention, dual credit, partnerships, etc.

CAB members will serve as liaisons to their academic area dean(s) and faculty to facilitate increased communications to and from the CAB.

**The DL will have the following duties:**

- Provide support to the CAB and represent the Deans' views as appropriate.
- Regularly report CAB proceedings to the Deans, and in turn, inform the CAB of any input or feedback relevant to CAB proceedings.
- Recommended CAB proposals will be presented to the VP/Ps and VP of Student Development by the DL for action.
- At each CAB meeting, the DL will report the status of any pending CAB recommendations with the accompanying reasons for endorsement or rejection of the CAB proposal(s)

**The SDL will have the following duties:**

- Initiate proposals for the good of the college.
- Provide technical support to the CAB.
- Regularly report CAB proceedings to the principle leaders and staff in Student Development, and in turn, inform the CAB of any input or feedback relevant to CAB proceedings.

**The FCR will attend Faculty Council meetings in order to report the CAB proceedings and in turn, inform the CAB of any relevant input or feedback. Further, the FCR will provide support to the Faculty Council regarding curricular issues as appropriate.**



CURRICULUM ADVISORY BOARD  
OPERATIONAL PROCEDURES AND GUIDELINES

VI. Meetings

The meeting schedule will be decided at the start of each semester.

For voting matters to take place, a quorum of six members must be present.

Votes shall be decided by a two-thirds vote. If a two-thirds vote is not reached, the CAB chair will meet with the academic dean(s) and academic chair to discuss and possibly revise the proposal.

Each member is expected to attend all meetings. A member who misses two meetings in an academic year is subject to removal.

Minutes will be posted on the Curriculum website.

Rev 08.09

Legend for proposed changes

*Purple = new text re: Deans' Liaison (DL)*

*Blue = new text re: Student Development Liaison (SDL)*

*Green = new text re: Faculty Council Representative (FCR)*