

## CURRICULUM ADVISORY BOARD

February 11, 2011

1:30 pm

PRC D113

Meeting Minutes

### Voting Members Present

Glen Grimes – Chair, Julie Boganwright, Donna Cain, Matt Coulter, Christine DeLa Torre, Tom Ottinger, Kelly Putnam, Linda Sears, Julie Turnbow

### Non-Voting Members Present

Bill Blitt – Deans' Liaison, Maria Bridgeman – Student Development Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

### Others Present

Jennifer Summerville

## Meeting Minutes

Glen Grimes called the meeting to order.

### Curricular Items

#### Business, Information, and Engineering Technologies

- ◆ Business Administration
  - \* Course Addition – Recommended
    - BUSI 1307
  - \* Course Termination – Recommended
    - HECO 1307
- ◆ Computer Science
  - \* Course Addition – Recommended
    - COSC 1301
  - \* Course Termination – Recommended
    - COSC 1300
- ◆ Marketing
  - \* Program Revisions – Recommended
    - AAS – Marketing: Two tracks created (Marketing / International Business); courses added/replaced
    - Certificate – Marketing: Courses added/replaced
    - Certificate – International Business: Title change; courses added/replaced
  - \* Program Terminations – Recommended
    - AAS – International Business Specialization
    - AAS – Marketing / Business Management Specialization
  - \* Course Additions – Recommended
    - IBUS 1391 – New subtopic (Special Topics: Conducting Business with the International Countries)
    - MRKG 2333
  - \* Course Terminations – Recommended
    - BUSI 1311, IBUS 1300, IBUS 1301, IBUS 1302, IBUS 1305, IBUS 1341, IBUS 2345

#### Fine Arts

- ◆ Communication Design – Digital Video
  - \* Program Revisions – Recommended
    - AAS – Digital Video: Moved to different CIP; title change; core options reduced; courses replaced
    - Certificate – Digital Video: Moved to different CIP; courses replaced
- ◆ Communication Design – Photography, Commercial
  - \* Course Revisions – Recommended
    - PHTC 2340, PHTC 2341, PHTC 2343: Prerequisite changes

### Deans' Liaison Report

No outstanding items

### Faculty Council Representative Report

No report

### **Old Business**

- ◆ Syllabus Template – The subcommittee is working on a single syllabus template which will include sections for generic information, as well as instructor information. A draft will be presented at the next meeting.
- ◆ Class Format – As discussed previously, Donna Cain is working on a draft recommendation which will be presented at the next meeting.

### **New Business**

- ◆ Monitoring function of the CAB / faculty-driven initiatives – Kathleen Fenton proposed that the CAB (or a subcommittee) look into the process of curricular review. There does not seem to be a clear process for reviewing or evaluating possible new areas of curriculum; i.e., aviation, automotive, emerging technologies, etc. If there is not currently anyone with expertise in a specific area, how does it come to our attention? What approach should be taken? Should the WECM be reviewed to see what areas we are deficient in? Should there be some type of environmental scan? Kathleen asked if the Retention Council had been looking into reviewing programs. Linda Sears stated that this was not an issue that had been discussed. It was also suggested that a review of our current programs be done to determine if our graduates have the required skills when entering the workforce. Also, to look at the number of graduates, etc., to evaluate whether an existing program should continue.
- ◆ Kathleen also asked about looking into a charge of an institutional process for looking across our programs to see how they align with our transfer schools. Are we looking at studies other than what we currently have?
- ◆ Low-enrollment courses – Kathleen now has a list of courses that have not been built in four years. The list will soon be sent to deans to have faculty review.

Meeting adjourned at 3:05 pm.