

CURRICULUM ADVISORY BOARD

February 25, 2011

1:30 pm

CPC C121

Meeting Minutes

Voting Members Present

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

Voting Members Absent

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

- ◆ Computer Systems
 - * Program Revisions (to comply with THECB guidelines) – Recommended
 - AAS – Computer Systems: Title change (formerly Computer Information Systems); four tracks created (Computer Support / Information System / Software Development / Database Development); courses added/replaced
 - Certificate – Computer Systems: Title change (formerly Applications Programming); three tracks created (Computer Support / Information System / Database Development); courses added/replaced
 - Certificate – Software Development: Title change (formerly Computer Applications); courses added/replaced
 - * Program Termination – Recommended
 - AAS – Computer Applications Specialization
 - * Course Additions – Recommended
 - ITSC 1305, ITSC 2339
 - * Course Revisions – Recommended
 - COSC 1337, GISC 1311 – Prerequisite changes
 - * Course Termination – Recommended
 - ITSE 1394 – Content incorporated into ITSC 1305
- ◆ E-Business Development
 - * Program Revisions (to comply with THECB guidelines) – Recommended
 - AAS – E-Business Development: Title change (formerly E-Business Media); four tracks created (Media / Web Development / Mobile Development / .NET Development); courses added/replaced
 - Certificate – E-Business Development: Title change (formerly E-Business Media); four tracks created (E-Business Media / E-Commerce / Mobile Development / .NET Development); courses added/replaced
 - Certificate – Web Development: Title change (formerly Web Developer Specialization); courses added/replaced
 - * Program Terminations – Recommended
 - AAS – Web Developer Specialization
 - Certificate – E-Commerce
 - * Course Additions – Recommended
 - ITSE 1370, ITSE 1371, ITSE 1372, ITSE 1373, ITSE 1374, ITSE 1392 (new subtopic), ITSE 2371, ITSE 2372, ITSE 2373
 - * Course Revisions – Recommended
 - ITSE 1330, ITSE 2304 – Prerequisite changes
- ◆ Computer Programming
 - * Program Deactivation (to comply with THECB) – Recommended
 - AAS – Software Development; AAS – Java Specialization; AAS – Visual Basic .NET Specialization; Certificate – Software Development; Certificate – C# Specialization – Software Development; Certificate – Java Specialization; Certificate – Visual Basic .NET Specialization; Certificate – Database Programming;

Certificate – C# Specialization – Database Programming; MSAA – C#; MSAA – Database Programming; MSAA – Visual Basic .NET

- * Course Terminations – Recommended
 - ITSE 2317, ITSE 2431 – No longer used
- ◆ Marketing
 - * Program Re-submission (original submission – February 11 CAB) – Recommended
Due to low enrollment, two courses originally proposed have been replaced as follows:
 - IBUS 1351 (new course) replaces HUMA 2319
 - IBUS 1305 (existing course; withdrawn as proposed termination – February 11 CAB) replaces GEOG 1302
- ◆ Office Systems Technology
 - * Program Revisions – Recommended
 - AAS – Office Systems Technology – Elective options reduced
 - Certificate – Medical Office Support – Title change (removed “Specialization”); course replaced with elective
 - * Program Termination (to comply with THECB guidelines) – Recommended
 - Certificate – Legal Office Support Specialization
 - * Course Terminations – Recommended
 - POFL 1359, POFL 1380 – Due to termination of certificate

Mathematics and Natural Sciences

- ◆ Physics
 - * Course Re-submission (original submission – December 3 CAB) – Recommended
Due to modification of Student Learning Outcomes:
 - Physics 1405

Deans’ Liaison Report

Curricular items from February 11 CAB are still outstanding.

Faculty Council Representative Report

No report

Old Business

- ◆ Syllabus Template – Matt Coulter presented a draft of the template as proposed by the subcommittee. He will email the draft to CAB members to review.
- ◆ Class Format – Donna Cain distributed a draft of the proposed recommendation. Members are requested to review the document and send any comments or suggestions to Donna, who will revise the proposal as needed. Kathleen Fenton asked that the proposal be put onto a General Action Form, with specific action(s) proposed and rationale stated.
- ◆ CAB Process for Evaluating Core Courses – There is a need to develop a plan for a CAB review process. GEO Forum II was charged with developing a coherent rationale (criteria) for all current core courses, as well as courses proposed in the future. The committee chose to adopt the state’s guidelines regarding core objectives and component areas. If the committee is disbanded, the CAB may become responsible for applying the criteria. Kathleen suggested that a subcommittee develop a plan. Voluntary members will be Matt Coulter, Glen Grimes, and Kelly Putnam. The group will draft a proposal to be presented to the CAB.
- ◆ Faculty-driven Initiatives – This item was deferred to the next meeting. Kathleen will send out an email that outlines her ideas and inspirations for members to review.

New Business

- ◆ Academic Advising Process – The process is currently under discussion for possible revision. Is this an issue for the CAB to review and be involved in? This topic was deferred for a future meeting.
- ◆ Future Program Revisions – Due to today’s detailed curricular presentations, discussion followed regarding how substantial revisions such as these might be simplified or clarified in future presentations. The Curriculum Office staff will review the process.

Meeting adjourned at 4:25 pm.