

CURRICULUM ADVISORY BOARD

April 8, 2011

1:30 pm

CHEC Room 135

Meeting Minutes

Voting Members Present

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

Voting Members Absent

Christine DeLa Torre

Non-Voting Members Present

Maria Bridgeman – Student Development Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

Non-Voting Members Absent

Bill Blitt – Deans' Liaison

Others Present

David Green, Jennifer Summerville

Meeting Minutes

Glen Grimes called the meeting to order.

Curricular Items

Communication and Humanities

- ◆ Interpreter Preparation Program / Deaf
 - * Program Revisions – Recommended
 - AAS – Interpreter Preparation Program / Deaf: Curriculum was updated to meet changing National and State Certification requirements.
 - Certificate – Interpreter Trainee: SLNG 1347 replacing SLNG 1447
 - * Course Additions – Recommended
 - SLNG 1347
 - SLNG 2403
 - * Course Termination – Recommended
 - SLNG 1447 – Being replaced with SLNG 1347

Deans' Liaison Report

No outstanding items

Faculty Council Representative Report

- ◆ Officer nominations for 2011-12 were announced.
- ◆ It is official that there will not be a Wintermester next year.
- ◆ The "Operation Once in a Lifetime" / "Reader's Theatre" donation project went well, with many items collected.

Old Business

- ◆ Syllabus Template – Copies of the draft were distributed. Jennifer Summerville suggested that Online Advisory Board requirements be added to the template. Kathleen Fenton asked that Jennifer draft a list of required elements to be added. These items would only be included when a course would be offered online. Jennifer will send the draft to Glen, who will then forward it to Matt Coulter for the subcommittee to review. After other items were discussed for possible inclusion on the template, it was determined that information could be added, following the required items, and with dean's approval.
- ◆ Course Format – Donna Cain distributed a revised statement. Following discussion and additional suggestions, it was decided that Donna would incorporate the changes and send the revised document to the CAB members. Kathleen reminded her that a General Action Form will need to be used, with specific action(s) and rationale stated. Also, the method of implementation should be included in the stated action. It was determined that the proposed implementation would be to include the statement in the Faculty Handbook.
- ◆ Core Course Evaluation – Kathleen reviewed this ongoing project and stated that the process is still at the discussion level. Leadership is looking at making GEO Forum II a standing committee. Also, the state is considering further reducing the Core Curriculum to 36 hours. If this happens, the GEO Forum group will continue to address core evaluation. Kathleen gave information on the new Assessment Council, and then stated that this would make three separate faculty curricular groups. Matt suggested that the CAB core subcommittee draft a recommendation to GEO Forum II as to how CAB could be involved in core evaluation. At Glen's request, Kathleen said she would send information regarding the Texas Core Objectives.

New Business

- ◆ Election of 2011-12 Chair – This position will be elected at the next meeting, and the members were asked to consider either themselves or another member who might best fill this position.
- ◆ CAB Curricular Process – Kathleen explained that the Curriculum Office staff is reviewing the current process. One area of concern is that CAB meeting minutes be completed and distributed in a timely manner. The CAB documents are being reviewed in regard to this. She asked the members to consider whether one of them would be interested in being the scribe for the minutes. There was concern that doing so would prevent that person from being able to actively participate in the discussions. It was decided, therefore, that the Curriculum Office staff would continue to record the minutes and would continue to review the process. Karen Murph will be sending out the minutes from the previous meetings.

Glen reminded everyone that the next meeting will be May 6, and that it will be the last one for this academic year. As such, a suggestion was made that lunch be provided. Also, the first meeting for Fall 2011 will be scheduled at that time. Kathleen noted that three current members are scheduled to rotate off at the end of this academic year. Any appointed new member will be invited to attend the May meeting.

Meeting adjourned at 3:00 pm.