

CURRICULUM ADVISORY BOARD

May 6, 2011

1:00 pm

SCC F110

Meeting Minutes

Voting Members Present

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

Voting Members Absent

Kelly Putnam

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

Jennifer Summerville

Meeting Minutes

Glen Grimes called the meeting to order.

Curricular Items

Developmental Education

- ◆ Mathematics
 - * Course Termination – Recommended
 - MATH 0300 – Reducing expenses
 - * Course Revision – Recommended
 - MATH 0302 – Prerequisite change due to termination of MATH 0300

Social and Behavioral Sciences

- ◆ Psychology
 - * Course Terminations – CAB recommendation not required, as these Unique Need courses were not renewed by the THECB (Texas Higher Education Coordinating Board) because they were deemed upper division.
 - PSYC 2371, PSYC 2372

CAB General Action Recommendations

Syllabus Template

Adoption of a single syllabus form to be used for all college credit courses. The new form refers students to the Student Handbook for specific policies and integrates Distance Learning information, when applicable.

Course Format

A statement to be included in the Faculty Handbook that stipulates the leading role of faculty in determining if an alternate course format will be congruent with a particular course.

Deans' Liaison Report

No outstanding items

Faculty Council Representative Report

- ◆ Julie Turnbow has informed the FC President that the CAB is working on revision of the syllabus template.

Old Business

- ◆ Tactical Plan for Reviewing Current Core Courses – The THECB is scheduled to approve the new Texas Core objectives and component requirements in October 2011. GEO Forum II will determine that the courses currently in Collin's core meet the new state requirements for core courses. The CAB will send its recommendation on the process to GEO Forum II for their consideration.

New Business

- ◆ Selection of Three Core Objectives for Institutional Option Component Area – The state proposal now includes a requirement to select three objectives for the Institutional Option. Kathleen suggested that our discipline area faculty (Physical Education / Dance) be invited to review the objectives and make a recommendation to be

brought to the CAB next academic year. Tom Ottinger will get with Kelly Putnam over the summer and make their presentation at the first 2011-12 CAB meeting.

- ◆ Review of CAB Membership – Academic faculty membership was to assure adequate representation of the Texas core components and an opportunity for all faculty to be eligible to participate on the CAB. Simultaneously, a rotation system has been adopted to assure campus representation. See the attached chart.
- ◆ Glen suggested that an APT (Academic Planning Team) report be added to the CAB agenda beginning in Fall 2011, with a representative from CAB continuing to attend the monthly APT meetings. Following are items discussed at the previous APT meeting:
 - * GEO Forum II becoming a standing committee, with consensus being that this would not occur
 - * Retention – looking at software to use for evaluation
 - * Guidelines for recovering class time following bad weather days – This will be determined by each Dean. Documentation must be kept showing how course content was met due to bad weather in case a student questions this.
- ◆ Election of 2011-12 Chair – Tom Ottinger was elected Chair for 2011-12.
- ◆ Fall 2011 CAB Meeting Schedule – The first Fall 2011 meeting will be August 19, 10:00, CHEC. The remaining meetings for the fall semester will be scheduled at that time. The CAB requested that Tom meet with the Chairs of Faculty Council and COE (Council on Excellence) to suggest CAB meetings be held on the second and fourth Fridays of the month.
- ◆ Year-end Certificates – Glen presented Certificates of Appreciation to the following outgoing members: Donna Cain, Matt Coulter, and Tom Ottinger. Kathleen presented Glen Grimes with a Certificate of Appreciation for serving as CAB Chair.

Meeting adjourned at 2:45 pm.

2011-12 Faculty Representation on CAB

CAMPUS	Comm	Huma	Fine Arts	Math	Nat Sci	Soc Sci	HIST/ Poli Sci	Inst Opt. PE/ Dance	BIET #1	BIET #2	Wkfc at-large	Dev Ed Div.	Health & Emer Serv
CPC	FY11- FY13 *	FY17- FY19	FY14- FY16	FY11- FY13 *	FY17- FY19	FY14- FY16	FY11- FY13 *	FY17- FY19	FY14- FY16	FY11- FY13 ^v	FY17- FY19	FY14- FY16	All CPC faculty ^v
PRC	FY14- FY16	FY11- FY13	FY17- FY19	FY14- FY16	FY11- FY13 *	FY17- FY19	FY14- FY16	FY11- FY13 ^v	FY17- FY19	FY14- FY16	FY11- FY13 *	FY17- FY19 ^{v, +}	N/A
SCC	FY17- FY19	FY14- FY16 ^{v, +}	FY11- FY13 ^o	FY17- FY19	FY14- FY16	FY11- FY13 *	FY17- FY19	FY14- FY16	FY11- FY13 ^v	FY17- FY19	FY14- FY16	FY11- FY13	N/A

Legend:

* New appointment needed

^v Current member for FY 2011

+ Out of sync with proposed cycle

^o Tom Ottinger (new appointment)