

## CURRICULUM ADVISORY BOARD

August 20, 2010

10:00 am

CHEC Room 135

Meeting Minutes

### Voting Members Present

Glen Grimes – Chair, Julie Boganwright, Donna Cain, Ann Cervantez, Matt Coulter, 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

### Guest

Brenda Kihl – Designated Academic Officer

Glen Grimes called the meeting to order and welcomed everyone to the new academic year. Introductions were made all around.

### Curricular Items

#### Communication and Humanities

- ◆ Communication
  - \* Course Terminations – Recommended
    - COMM 1336, COMM 2311, COMM 2315
- ◆ Interpreter Preparation Program/Deaf
  - \* Course Termination – Recommended
    - SLNG 1391

#### Fine Arts

- ◆ Theatre
  - \* Course Revisions – Recommended
    - DRAM 1310 – Assessment added; contact hour revision
    - DRAM 2352 – Prerequisite revised
    - DRAM 2361 – Assessment added
    - DRAM 2362 – Assessment added

### Orientation / Refresher

An overview of the CAB process and the Curriculum Website was given.

### CAB 2010-11 Potential Issues

Kathleen Fenton gave a summary of each item on the list of potential CAB issues (see attachment).

### Schedule Fall 2010 Meetings

- ◆ September 17, 1:00 (with lunch), CHEC
- ◆ October 8, 1:30, SCC
- ◆ October 29, 1:30, PRC
- ◆ November 12, 1:30, PRC
- ◆ November 19 (if needed), 1:30, CPC
- ◆ December 3, 1:30, SCC
- ◆ January 14, 10:00, PRC

### Status of CAB Recommendations

- ◆ Core Curriculum Statement – GEO Forum II – Matt Coulter forwarded the CAB's recommended statement to the committee. There has not been any feedback.
- ◆ Repeatability Policy – Retention Council – Matt forwarded the CAB's proposal to the council. There has not been any official feedback. Matt will follow-up on the proposal.

### Discussion

- ◆ CAB Representative to Faculty Council – Recommended – Julie Turnbow will be the 2010-11 CAB Faculty Council Representative (FCR)
- ◆ Proposed Change in *CAB Operational Procedures and Guidelines* – This item was not discussed and will be added to the next meeting agenda.

### New Business

Election of Temporary Replacement Chair – Donna Cain will be the designee for 2010-11.

### Old Business

April 30, 2010 Meeting Minutes – The minutes were distributed via email in May 2010. As no objections or changes were submitted; they were approved and posted on the Curriculum Website

Meeting adjourned at 11:20 am.

## CAB 2010-2011 Potential Issues

August 20, 2010

- **Administrative change:** Brenda Kihl will be the designated Academic Officer who provides institutional approval for CAB recommendations.
- **CAB FC rep:** We will have a new CAB liaison for student services and we anticipate adding a CAB representative for the Faculty Council. Policies may need to be developed to structure these roles productively. We'll cross these bridges when we get there unless we can anticipate some situations where process or boundaries are necessary.
- **CAB college-wide communication:** We intend to send out a college-wide communication after CAB recommendations are acted upon at the institutional level each month to inform all our faculty and staff of any curriculum changes.
- **Foreshortened curriculum calendar:** The 2011-12 catalog will be posted by April 5 to allow Fall 2011 registration to begin by April 19. This means that CAB must recommend all program and courses changes by December if they are to be effective in Fall 2011.
- **AAS degrees & certificate numbers:** We have recently become aware that some of our programs may have too many certificates within a single six digit CIP. The Curriculum Office will be identifying programs that may need to reduce the number of related certificates.
- **Low enrollment course review:** Deans and Chairs will be reviewing low enrollment programs to see if any should be blended or terminated. A few courses have been identified as active, but not in the catalog for several years. This review should become an annual part of CAB's agenda.
- **AA/AS Emphasis Areas:** Identification of Areas of Emphasis by deans for program-level assessment & catalog presentation.
- **Texas Core objectives and component mapping:** THECB will be approving UEAC recommendations for the new Texas Core objectives and obligatory component mapping for core courses. This mapping of the objectives and component areas provides the foundational criteria for whether a course should be included as a core option. It also mandates assessment of the core courses to determine the extent to which our students achieve the Texas Core objectives. CAB might discuss whether all programs should have their program-level SLO mapped to their course recommendations?
- **Program Depot on curriculum intranet site**
- **Program SLOs:** Should program SLOs be identified, mapped to course recommendations and presented to CAB as a step to formalizing college-wide program assessment –going forward or retroactively?
- **New assessment role for CAB?** A college-wide assessment team is needed to look at institutional outcomes and to develop continuous improvement plans with appropriate involvement of faculty, deans, and administrators. This could be a role for CAB or it could require a separate team. Let's discuss this issue and determine if we want to provide CAB's position to the LT to consider in determining the college's course of action. A role expansion would require modifying CAB Guidelines and doing an assessment flow chart.
- **Delete Sophomore literature requirement for the AA:** This proposal is supported by the leadership team and has been presented to APT. The requirement is viewed as a barrier to degree completion and of questionable applicability to many bachelor's degree programs, thus it is viewed as a detriment to our students.