

CURRICULUM ADVISORY BOARD
October 8, 2010
1:30 pm
CHEC Suite 201

Voting Members Present

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

Voting Members Absent

Ann Cervantez, Kelly Putnam

Non-Voting Members Present

Maria Bridgeman – Student Development Liaison, Kathleen Fenton, Karen Murph, Vickie Stone
Substitute: Cameron Neal (serving as Deans' Liaison in Bill Blitt's absence)

Others Present

Brenda Kihl

Meeting Minutes

Glen Grimes called the meeting to order.

Curricular Items

Business, Information, and Engineering Technologies

- ◆ Computer Programming
 - * Course Addition – Recommended
 - ITSE 1391 – New subtopic (Special Topics: Programming Mobile Devices with Java J2ME)
 - * Program Revision – Recommended
 - Certificate – Java Specialization: Added elective choice

Note: In the days following these two recommendations, new information was discovered that makes it necessary to re-submit the proposals to the CAB at a future meeting.

Communication and Humanities

- ◆ Communication
 - * Course Addition – Recommended
 - COMM 2330
 - * Course Revision – Recommended
 - COMM 1307: Revised Student Learning Outcomes
 - * Program Revision – Recommended
 - Communication Field of Study: Revised catalog information; added new course; removed two sub-areas

Social and Behavioral Sciences

- ◆ Child Development
 - * Course Addition – Recommended
 - CDEC 1370
 - * Course Revisions – Recommended
 - CDEC 1358, CDEC 2340: Revised course description and Student Learning Outcomes
 - * Program Revisions – Recommended
 - AAS – Child Development: Revised elective choices
 - Certificate – Early Childhood Educator, Certificate – Infant and Toddler Educator: Revised to align with THECB guidelines
 - * Course Terminations – Recommended
 - CDEC 1330, CDEC 1339, CDEC 1356, CDEC 2341
 - * Program Terminations – Recommended
 - Certificate – Early Childhood Administrator Specialization, Certificate – School-Age Educator Specialization, Certificate – Teacher Assistant Specialization

Deans' Liaison Report

Cameron Neal stated there were no outstanding issues; however, there is some confusion about the updated Scholastic Dishonesty policy within the Academic Ethics section of the syllabus template. It was explained that, regarding course syllabi, the Quality Enhancement Office will add the updated information to all syllabi, as needed. The last paragraph will be replaced with "See the current Collin Student Handbook for additional information." It was agreed that the CAB subcommittee would continue to review the policy and syllabus in general and submit its recommendation(s) to the CAB in December.

Faculty Council Representative Report

Julie Turnbow presented a list of discussion items from the previous Faculty Council meeting. There was a question raised regarding the reason for the possible removal of the sophomore literature requirement. Brenda Kihl explained to the CAB that there is a perception that the requirement is a hurdle for many of our students and there may not be an educational reason for it. A committee has been appointed to review the matter.

Julie will not be available to attend the Faculty Council meeting on November 19 and asked if anyone could attend in her place. Matt Coulter volunteered to attend, if the CAB ends up not meeting that day.

Status of CAB Recommendations

Repeatability Policy – Retention Council – Matt Coulter reported that the issue has been resolved in that there is a process in place for students to appeal if they are being withheld from taking a course more than two times. Tom Ottinger would like to have Workforce programs looked into where students may need to take a course a third time. Matt suggested he talk with Stephanie Meinhardt, and if necessary, he would assist Tom in looking into the issue.

Discussion

- ◆ CAB 2010-11 Potential Issues
 - * Core Objectives – Kathleen Fenton reported that the state is moving ahead on core objectives and component mapping. GEO Forum II will be working on these with regards to our core.
 - * Assessment Team – Brenda Kihl will be meeting with Colleen Smith, Senior Vice President, on how to proceed with the roll-out and choosing the team. They hope to have the team in place by the Spring semester. The team will support the culture of continuous improvement throughout the district. By 2015, SACS will review all aspects of our assessment process.
 - * Academic Certificates – Kathleen Fenton explained that there is an opportunity to offer certificates in some of our emphasis areas. Emphasis areas should examine their courses in respect to what is required in programs at our feeder schools, and it would give us an opportunity to align our course offerings. She was asked to provide a summary and specific example of what this would entail. Brenda Kihl expressed her concern that there are Fields of Study in place that guarantee transfer to universities, and certificates should only be proposed where there is a known baccalaureate program to which the certificate courses will apply. Electives need to be chosen very carefully to make sure they fit into a degree at a four-year school. Kathleen suggested that 2+2 agreements could be developed. This discussion will continue at the next CAB meeting.
 - * Low Enrollment Class Cancellation Policy – This will be presented at the next meeting.
- ◆ APT (Academic Planning Team) – Brenda Kihl explained that along with all of the deans and VPPs, there is faculty representation and recently added Student Development representation. Currently, the faculty representatives consist of three Faculty Council members. Brenda reported that the Senior Vice President would like to change the faculty representatives to two Faculty Council members, one Council on Excellence member, and one CAB member. Brenda asked that the CAB choose a member to be its representative on the APT, possibly for the next meeting on October 21. The meetings are generally held the first and third Thursday afternoons, around 1:00. After discussion, it was determined that none of the members present were available at that time. Glen Grimes would contact the members not present, and Brenda suggested that if this semester was not a possibility, that perhaps someone could work it into their Spring schedule. Glen asked the members to check their Spring schedules, and he will follow up with an email requesting a volunteer.

Old Business

- ◆ Academic Ethics Policy (Subcommittee Report) – As discussed earlier, the subcommittee will expand its review and report back at a later date.
- ◆ September 17 Meeting Minutes – Approved

Meeting adjourned at 3:50 pm.