

CURRICULUM ADVISORY BOARD

February 10, 2012

1:30 pm

PRC D113

Approved Meeting Minutes

Voting Members Present:

Tom Ottinger – Chair, Christian Aars, Julie Boganwright, Kristi Clark-Miller, Glen Grimes, Shawna Masters, Frank Mayhew, Kelly Putnam, Linda Sears, Julie Turnbow, Judi Wohead

Voting Members Absent:

Pete Brierley, Christine DeLaTorre

Non-Voting Members Present:

Bill Blitt – Deans' Liaison, Maria Bridgeman – Student Development Liaison, Karen Murph, Vickie Stone

Non-Voting Members Absent:

Kathleen Fenton

Others Present:

Kimberly Harris

Meeting Minutes

Tom called the meeting to order.

Curricular Items

Fine Arts

- ◆ Theatre / Drama – Presenters: Shannon Kearns-Simmons and David Alexander
 - * Course Additions – Fall 2012 – Recommended
 - MUAP-1195, Secondary – Vocal Performance for Actors
 - MUAP-2295, Concentration – Vocal Performance for Actors
 - * Course Terminations – Fall 2012 – Recommended
 - MUAP-1184, Secondary Applied Music – Vocal Coaching
 - MUAP-2284, Concentration Applied Music – Vocal Coaching

Deans' Liaison Report

- ◆ Proposals from January 27: MATH-1332 was approved with no changes, and PSYC-1300 was approved pending either a modification or removal of Student Learning Outcome #8.
- ◆ Proposals from November 18, 2011: The faculty is continuing to discuss how to handle the accounting course assessment proposal.

Faculty Council Report

- ◆ There has not been a Faculty Council meeting since the last CAB meeting.

Academic Planning Team (APT) Report

Linda said the last meeting was yesterday (February 9). Items discussed:

- ◆ Continued discussion on how to handle class attendance for financial aid purposes. Bill informed the CAB that his understanding is that attendance alone is not sufficient; activity is required (test, quiz, project, assignment, etc.). The University of Oklahoma was cited because they were using attendance only as their proof. There is discussion about requiring professors to report the last date of activity when a student is given a grade of F. Currently, Banner is able to require a date of activity in these instances; otherwise, grades cannot be finalized.
- ◆ Deans recommended keeping the current Chair structure for this year.
- ◆ Collin now has a Dean of Students on each campus (CPC, SCC, and PRC). This has received positive feedback.
- ◆ Collin does not currently have a repeat policy for developmental reading and writing. Don Weasenforth is looking into having this changed.

- ◆ Currently, faculty can give a student an “Incomplete” when processing grades. This is causing problems because sometimes a contract has not been completed; thus, the grade cannot be changed, and the “incomplete” stays on the transcript. A contract will now be required and approved by the dean, then processed through the Admissions and Records Office.
- ◆ Currently, some courses may be repeated multiple times. There are students taking these courses who do not intend to get a degree. Should this be allowed to continue? Would requiring students to declare a major, before they could register for courses, assist in preventing students from “just taking courses” with no plan to complete a degree?
- ◆ The THECB has proposed increasing the number of workforce program graduates required from “25 over a 5-year period” to “40 over a 5-year period” for the program to remain in good standing. This could impact some of Collin’s programs and cause them to be terminated. This is still in the comment stage at the THECB.

Discussion Items:

- ◆ **January 27, 2012 CAB Minutes**
 - * Copies of the minutes were handed out. Two changes were required: 1) Under Deans’ Liaison Report, Accounting, Bill requested “college” be changed to “faculty” in the third sentence; 2) Under Discussion Items, Core Review Process for 2012-2013, Kimberly requested “courses” be changed to “student artifacts” in the seventh sentence.
- ◆ **Low Enrollment Courses**
 - * Deans were contacted about courses with low enrollment. A list of seven courses, that are being terminated, was handed out as an FYI.
- ◆ **Condolences**
 - * CAB members asked that their condolences be expressed to Kathleen, in the loss of her mother.
- ◆ **March meeting**
 - * Julie T. asked if we would need to have the March meeting, as TCCTA is also meeting that day. However, the March CAB meeting is needed. Julie T. and Judi will not be able to attend.

Meeting adjourned at 2:45