

CURRICULUM ADVISORY BOARD

April 20, 2012

1:30 pm

CHEC 135

Approved Meeting Minutes

Voting Members Present:

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

Voting Members Absent:

Christine DeLaTorre, Julie Turnbow

Non-Voting Members Present:

Jon Hardesty (representing Bill Blitt)– Acting Deans' Liaison, Maria Bridgeman – Student Development Liaison, Kathleen Fenton, Vickie Stone

Non-Voting Member Absent:

Karen Murph

Others Present:

Kimberly Harris, Jennifer Summerville

Meeting Minutes

Glen called the meeting to order until Tom arrived.

Curricular Items

Communication and Humanities

- ◆ Interpreter Preparation Program / Deaf – Presenter: Marianne Layer
 - * Program Revision – Fall 2012 – Recommended
 - AAS – Interpreter Preparation Program / Deaf
 - * Course Revisions – Fall 2012 – Recommended
 - SLNG-1321, Introduction to the Interpreting Profession – Prerequisite revision
 - SLNG-2331, Interpreting III – Prerequisite revision
 - * New Course – Fall 2012 – Recommended
 - SLNG-2302, Interpreting II
 - * Course Terminations – Fall 2012 – Recommended
 - SLNG-2267, Practicum II – Sign Language Interpretation and Translation
 - SLNG-2331, Interpreting in Specialized Settings

Deans' Liaison Report

- ◆ Jon informed members there are no outstanding items.

Faculty Council Report

- ◆ Due to Julie's absence, no report was available.

Academic Planning Team (APT) Report

- ◆ March 1, GEO Forum II finalized their updates and provided the information to CAB members. Some concerns discussed were:
 - * AA and AAT would no longer require a second literature course. [Kathleen explained this had never been required, but was erroneously included in the degree check, which was corrected a few years ago]. Students are required to complete one sophomore literature course, as an AA degree requirement, but this can be met through the core options.

- * The AS requires students to complete 6 SCH of specified mathematics (3 SCH are core and 3 SCH are degree requirements) and 8 SCH of specified core natural science courses. Students are required to complete one additional mathematics course, beyond the core, to fulfill the AS degree requirements. This will continue.
- * Collin's core should provide a wide variety of courses for easy transferability.
- * There are some questions about how to address Communication Skills if a student is visually or hearing impaired.
- * Also, should electives be core courses only? [Kathleen explained that many academic courses are not in the core, but are available as recommended electives. To earn an AA/AAT/AS, a student must complete the 42 hour core curriculum, and 18 SCH of electives selected from core or from Emphasis Area. As noted earlier, to earn an AA, one of the courses must be a sophomore level literature course. To earn an AS, one of the courses must be a second mathematics course from specified Mathematics course options.]

Discussion Item:

◆ **Curricular Recommendations Update – Geospatial Information Science (GIS)**

- * Kathleen informed CAB about the status of the new GIS program. Due to the THECB receiving objections to Collin adding this program, we were required to address those concerns. All complainants were contacted by Collin College. Informally, we understand the THECB has determined the objections are not actionable, but Collin has not received THECB approval. Due to the objections received, the automatic approval 30 days after notification of a new program does not apply.

◆ **Core Review Committee Update**

- * GEO Forum II has finalized their recommendations. The CAB Core Review Sub-Committee had a very productive meeting last Wednesday. The CAB Core Sub-Committee felt question 5a, as shown on GEO Forum II's GECC Course Approval Form, could be deleted based on the redundancy of the question relative to the in-depth break-down of the course SLOs, learning activities and assessment methods below. A summary would not be needed for CAB's core review procedure and could lead to unnecessary verbiage. The committee added a column to the template, to indicate whether SLOs would be existing, revised or new to clarify whether those submitting the information had added or modified SLOs based on the core review process. Kristi presented a course, SOCI 1301, using the proposed template, showing where and how this course meets the new state requirements. CAB members recognized the amount of work Kristi had done to create an example of a completed template. Judi stated the committee is working on examples to provide to the Discipline Leads to assist them in completing the form. They proposed placing this form in WEAVE-OnLine, allowing Discipline Leads, or their designee, to input the information. Christian explained that every course must meet at least one sub-area of the State Core Objectives. When CAB begins reviewing courses, part of the review process will be to verify that all sub-areas are covered when the Core is completed. Kimberly stated COAT is finalizing rubrics to be used, and she will send the rubrics to the CAB members when it is finalized. Kathleen stated we should keep things as simple as possible. Kelly questioned if the template and process might differ for those courses fighting to remain in the Core. The Sub-Committee will be reviewing syllabi during the 2012-2013 CAB meetings, finishing before the end of the academic year, if possible. Any NEW core submissions should be presented to the committee by November 2012 so that CAB has several meetings to focus on implementing the core review process. Tom said the Sub-Committee will meet again on Wednesday, May 2, to finalize their recommendations to CAB on Friday, May 4. To complete the review of all the courses might require two meetings per month to accommodate curriculum updates and Core review.

◆ **Unique Need Criteria Update**

- * Kathleen informed the CAB members of new requirements to offer Unique Need courses. The THECB now requires the course to be part of an articulation agreement, or that the course will meet a degree requirement that no other existing ACGM course would meet. This will make it much harder to receive approval of these courses, in the future.

◆ **CAB 2012-2013**

- * Tom informed the group of the following new CAB members appointed by Deans to date: Ellen Bell, Developmental Education/Mathematics; Dale Walker, Communication and Humanities/Humanities; Bob Benavides, Business and Computer Systems/Computer Science. Additionally, Jon Hardesty will be the new Deans' Liaison.
- * Tom asked everyone to be thinking about nominations for CAB Chair. He requested members to email him their recommendation(s). Judi expressed what a great job Tom has done in his role as Chair this year.

Meeting adjourned at 3:15