

CURRICULUM ADVISORY BOARD

August 19, 2011

10:00 am

CHEC 135

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 DeLa Torre

Non-Voting Members Present

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

Others Present

Kimberly Harris, Jennifer Summerville

Meeting Minutes

Tom called the meeting to order and asked for introductions of all present.

Kimberly Harris was introduced as Collin's designated Academic Officer. Kathleen informed everyone that Kimberly is Collin's contact to the THECB and signs all academic forms on behalf of the college.

Orientation / Refresher

Karen informed everyone the Institutional Effectiveness / Curriculum Intranet site is only available through CougarWeb. She showed everyone how to locate the site, and walked them through some of the pages. The new Program / Course Form (PCF) was presented. We discussed how this will reduce the amount of CAB forms; thus, the Academic Dean(s), CAB Chair and Designated Academic Officer will have less to sign. Everyone was asked to review our new site and provide feedback on how we can make it better.

Deans' Liaison Report

Bill informed everyone the recommendations to Developmental Mathematics and Psychology were approved. The syllabus template had some minor changes but should be used by everyone beginning Spring 2012. The Course Format recommendation was not approved. Leadership felt course format decisions should be on a case by case basis; there should be open dialogue between faculty and administrators; faculty will have input to any changes.

New Curricular Proposals

Tom stated faculty from the Institutional Option component of Collin's core has met, and they elect the Foundational Component Area of Personal Responsibility in addition to Communication Skills and Critical Thinking for all PHED / DANC activity core courses to meet the THECB requirement that any Institutional Option core course address a minimum of three Texas Core objectives.

Discussion Items

Scheduling of Fall 2011 Meetings

Kathleen informed everyone we are anticipating about ten program revisions and/or additions at this point. We should schedule two meetings per month, and then cancel as necessary. The following meetings were set:

September 9, 1:30, CHEC

September 30, 1:30, CHEC

October 14, 1:30, CHEC

October 28, 1:30, CHEC

November 11, 1:30, CHEC

November 18, 1:30, CPC

December 2, 1:30, PRC

December 13, 1:30 – if needed and quorum is available. Not a faculty contract day.

Selection of Temporary Chair-designee

Tom has asked Glen to serve in this position due to being a past chair. Tom requested "Temporary Chair-designee" be changed to "Alternate Chair". Linda made the motion to approve this change, and Julie T. seconded the motion. Motion passed unanimously.

Selection of CAB Representative for Faculty Council

Judi accepted this position, and Julie T. will serve as alternate.

Selection of CAB Representative for Academic Planning Team (APT)

Linda was selected, and Kimberly said Linda could make an adjustment to her schedule to attend these meetings. Julie T. will serve as alternate.

Revision of *CAB Operational Procedures and Guidelines*

Kathleen distributed draft language for consideration to reflect CAB's expanded membership. Members were asked to review the draft so that discussion and vote could take place at the next meeting.

Program Review Internal Process

Kathleen stated that a Program Review process needs to be defined to meet SACS requirements. Three faculty volunteered to serve on a subcommittee to develop process options for CAB consideration: Kelly, Kristi, and Tom. Kathleen will provide technical support for the subcommittee with information as to how other institutions are meeting this requirement.

Gainful Employment Program

Effective July 1, 2011, the Federal Department of Education requires all new workforce programs to be submitted to them a minimum of 90 days prior to the first day of classes in order for Collin students enrolled in the program to be eligible for Title IV Financial Aid. In addition, Collin must report and post on each program web site several types of program and student information, including time to degree completion, job placement rates, program costs, individual student records, public and private loans and debt information for students. Kathleen will send the URL to CAB members so they can familiarize themselves. Kimberly stated this will be on the next APT agenda.

Meeting adjourned at 11:15 am.