

CURRICULUM ADVISORY BOARD

September 9, 2011

1:30 pm

SCC AA135DE

Approved Meeting Minutes

Voting Members Present

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

Non-Voting Members Present

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

Others Present

Mark Clark, David Green, Jennifer Summerville

Meeting Minutes

Tom called the meeting to order and noted an update to the agenda. The presentation by Kimberly Harris has been moved to the next meeting.

Curricular Items

Health Sciences, Emergency Services and Physical Education

- ◆ Health Information Technology
 - * Program Revisions
 - AAS – Health Information Technology – Recommended
 - Certificate – Medical Coding and Billing – Recommended
 - * Course Revisions
 - HITT-1301, contact hour change – Recommended
 - HITT-1345, contact hour change – Recommended
 - HITT-2339, contact hour change – Recommended
 - HITT-2343, contact hour change and prerequisite added – Recommended
 - * Course Addition
 - HPRS-1310, replacing HPRS-2300 in this program only – Recommended

Social and Behavioral Sciences

- ◆ Psychology
 - * Course Addition
 - PSYC-2317 – Recommended with the addition of MATH 1314 Assessment and revision to clarify SLO #5

Deans' Liaison Report

There are no outstanding items to report.

Faculty Council Report

Julie T. attended the last meeting. Dr. Colleen Smith made a presentation. Faculty questioned why some sections were being allowed to run with less than 15 students while others were cancelled. It seems the exceptions were not made evenly. A committee, which includes Brenda Kihl, Cameron Neal and Paula Miller, will work with the Institutional Research Office to see if there is a typical enrollment period for some courses that would allow section cancellation to occur at different periods. For example, if Computer Networking courses do not fill-up until the last week of registration Collin may need to move the cancellation date back so students have the option to enroll. Bill stated Dr. Smith has scheduled a meeting with the instructional deans to develop criteria to be used when cancelling sections. Additionally, there is an issue for some workforce programs where some advanced classes have prerequisites limiting enrollment and making the classes difficult to reach the minimum number of students. These are limited offering courses, and cancellation can affect the program's ability to obtain the required number of completers. Some of the deans are meeting to work on this issue.

Academic Planning Team (APT) Report

Linda attended the last meeting. Some of the discussion items were:

- Financial aid being required to return funds to the government when Collin is not able to document a student attended a minimum of 60% of the class if the course is failed or withdrawn. This required Collin to return over \$500,000 in grants/loans.
- Institutional Research has an updated website.
- Gainful Employment
- GEO Forum II – Kimberly Harris will attend the CAB's next meeting to give an update.
- An Associate Faculty Handbook is being worked on
- Admissions and Records Office is working to allow department chairs/program directors access to all class rosters under their responsibility

Discussion Items

Revision of *CAB Operational Procedures and Guidelines*

An updated copy was distributed indicating changes in **blue font** and ~~striking-out~~ deleted text. There are two additional changes to be made: "VI. Meetings" should be "**IV**. Meetings" and additional language needs to be added to next to the last item: "...by voting members." These changes were approved, pending the updates above.

Program Review Internal Process

Dr. Colleen Smith has determined that the CAB is not responsible for Program Review. She will convene a committee to develop a Program Review process. Dr. Smith will invite the three CAB faculty volunteers to participate in her committee: Tom Ottinger, Kristi Clark-Miller and Kelly Putnam.

Curriculum Checklist

Kathleen provided a tool for CAB members to use when programs are revised. This document will be placed on our Intranet site. Information will be added, under "Notes", about the requirement to notify SACS about new programs and the programs which are 25% and 50% or more on-line.

Meeting Location Changes

Karen handed out an updated list of future CAB meeting locations.

Meeting adjourned at 3:05 pm.