

CURRICULUM ADVISORY BOARD

September 30, 2011

1:30 pm

CHEC 216

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, Kelly Putnam, Linda Sears, Julie Turnbow, Judi Wohead

Voting Members Absent

Frank Mayhew

Non-Voting Members Present

Maria Bridgeman – Student Development Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

Non-Voting Members Absent

Bill Blitt – Deans' Liaison

Others Present

David Green, Kimberly Harris, Gary Hodge (serving as Deans' Liaison), Jennifer Summerville

Meeting Minutes

Tom called the meeting to order.

Curricular Items

Business and Computer Systems

- ◆ Paralegal / Legal Assistant
 - * Course Addition
 - LGLA-1323 – Spring 2012 – Recommended
- ◆ Real Estate
 - * Program Revision
 - AAS – Real Estate – Recommended
 - Certificate – Real Estate Salesperson – Recommended
 - Certificate – Real Estate Broker – Recommended
 - * Course Addition
 - RELE-1300 – Spring 2012 – Recommended

Health Sciences, Emergency Services and Physical Education

- ◆ Surgical Technology
 - * Program Revision
 - AAS – Surgical Technology – Recommended
 - * Course Revisions
 - HPRS-2300 – Moved from Health Information Technology to Surgical Technology, requiring new prerequisites, corequisites, SLOs – Recommended
 - SRGT-1171 – Prerequisites, corequisites, SLOs changed – Recommended
 - SRGT-1409 – Corequisite changed – Recommended
 - SRGT-1541 – Contact hours, prerequisites, corequisites, SLOs changed – Recommended
 - SRGT-1542 – Prerequisites, corequisites, SLOs changed – Recommended
 - SRGT-2130 – Prerequisites, corequisites, SLOs changed – Recommended
 - * Course Additions
 - SRGT-1260 – Summer 2012 – Recommended
 - SRGT-1561 – Summer 2012 – Recommended
 - SRGT-2561 – Summer 2012 – Recommended

- * Course Terminations
 - HPRS-2374 – Fall 2012 – Recommended
 - MDCA-1348 – Fall 2012 – Recommended
 - SRGT-1160 – Fall 2012 – Recommended
 - SRGT-1161 – Fall 2012 – Recommended
 - SRGT-2260 – Summer 2013 – Recommended
 - SRGT-2361 – Summer 2013 – Recommended

Social and Behavioral Sciences – Communication and Humanities – Fine Arts

- ◆ Mexican-American Field of Study
 - * Program Termination
 - AA – Mexican-American Field of Study – Recommended
 - Certificate – Mexican-American Field of Study – Recommended
 - * Deans request that the courses in the Field of Study be retained.

GEO Forum II Update

Kimberly Harris stated that the GEO Forum II is having their first meeting today. They are reviewing current core courses to ensure the Texas Core Objectives have been incorporated in the course SLOs. This review is due fall 2013 with the Texas core effective Fall 2014. The rubric/assessment review will be given to the Core Objectives Assessment Team. This is a 39-member faculty group that represents all areas of core.

Deans' Liaison Report

Gary Hodge reported the Health Information Technology updates have been approved. The request for a new Psychology course, PSYC-2317, is on hold. Kimberly said additional information has been requested from Michael Rose, and his request may come back to CAB depending on how the course will transfer to four-year institutions.

Faculty Council Report

- ◆ There was some discussion about students who take online courses being required to do an online orientation.
- ◆ President Israel attended the last council meeting. Some points he discussed follow:
 - * There has been some concern over the new requirement for immunization from Bacterial Meningitis and how this might affect enrollment. President Israel said to just continue on and not let this cause undue stress.
 - * He also discussed concerns about the new minimum enrollment of 15 students for a section to make. He said that Collin saved \$100,000 during summer and \$350,000 during fall due to this requirement. With the budget crunch, he stated there will be very few exceptions to this requirement. Julie T. asked if there is protocol on how to submit suggestions. Gary stated he is asking his faculty to provide him with any suggestions so that they may be taken to the VPP, and move upward. This requirement is a big concern to some of our small workforce programs. Sometimes there is only room for 18 students in a classroom, and as they go through the program there may not be 15 students eligible to enroll in upper level courses, which could prevent the required number of graduates for a program to continue.

Academic Planning Team (APT) Report

Linda stated there has not been an APT meeting since our last CAB meeting. The next one will be Thursday of next week.

WEAVEOnline

David Green gave a presentation. WEAVE was developed and is staffed by educators that understand the requirements of institutions to meet the requirements set by others, such as SACS. David went through some of the reports and showed the group how easy it is to pull reports, enter information, and/or make edits. He provided handouts and will send everyone an email with the link to the program.

Discussion Items

- ◆ Curriculum Checklist – Tom asked if anyone had any updates they felt should be made. Kathleen said this is a tool to help ensure programs are looked at systematically. Mapping courses to the curriculum is a best practice used by many institutions.
- ◆ Meeting Day Changes – The Faculty Council is changing their meeting to October 14; however, CAB needs to keep that date due to the number of expected presentations. While the Spring CAB dates are usually set at the beginning of the term, we may try to set them at a November or December CAB meeting.

Meeting adjourned at 3:45 pm.