

CURRICULUM ADVISORY BOARD

November 11, 2011

1:30 pm

CHEC 139

Approved Meeting Minutes

Voting Members Present:

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

Voting Members Absent:

Julie Boganwright, Christine DeLaTorre, Shawna Masters, Julie Turnbow

Non-Voting Members Present:

Gary Hodge (serving as Deans' Liaison for Bill Blitt), Kathleen Fenton, Karen Murph, Vickie Stone

Non-Voting Members Absent:

Maria Bridgeman – Student Development Liaison

Meeting Minutes

Tom called the meeting to order.

Curricular Items

Business and Computer Systems

- ◆ Culinary Arts – Presenter: Karen Musa
 - * Program Revisions – Fall 2012 – Recommended
 - AAS – Culinary Arts
- ◆ Hospitality and Food Service Management – Presenter: Karen Musa
 - * Program Revisions – Fall 2012 – Recommended
 - AAS – Hospitality and Food Service Management (New title with two tracks: Hotel / Restaurant Management Track; Meetings and Event Management Track)
 - * Program Deactivations – Fall 2012 – Recommended
 - Certificate – Catering Management
 - Certificate – Dietary Manager
 - Certificate – Hotel Management
 - * Course Additions – Fall 2012 – Recommended
 - TRVM-1323, Group Tour Operations
 - TRVM-2341, International Convention / Meeting Management
 - TRVM-2380, Cooperative Education – Tourism and Travel Services Management
- ◆ Pastry Arts (New CIP) – Presenter: Karen Musa
 - * Program Revisions – Fall 2012 – Recommended
 - AAS – Pastry Arts
 - Certificate – Pastry Arts

Health Sciences, Emergency Services and Physical Education

- ◆ Surgical Technology – Presenters: Don Martin, Jeanne Glapion
 - * New Program – Fall 2012 – Recommended
 - Certificate – Central Sterile Processing
 - * Course Additions – Fall 2012 – Recommended
 - HPRS-1470, Central Sterile Processing I
 - HPRS-1370, Central Sterile Processing II
 - HPRS-1471, Central Sterile Processing III
 - HPRS-1561, Clinical – Health Services / Allied Health / Health Sciences, General

Deans' Liaison Report

- ◆ Action pending: Marketing program proposal
- ◆ Approved: Business Management program proposal

Faculty Council Report

Faculty Council has not had a meeting since the last CAB meeting.

Academic Planning Team (APT) Report

Items discussed:

- ◆ The THECB/UEAC have not finalized their recommendations. Institutions must submit their Core updates to the THECB by November 30, 2013. Physical Education/Dance will no longer be part of the Texas Core, but can be a degree requirement.
- ◆ The new THECB state mandate will require Collin to change GOVT 2301/2302 to GOVT 2305/2306. Collin will also add a transitional GOVT 2107 for students that have taken GOVT 2302/2305 or GOVT 2302/2306.
- ◆ The THECB is looking at the productivity of faculty. Currently, it is only looking at the time faculty are in the classroom, and not recognizing the hours for preparation, grading, meetings, etc. Institutions are looking at ways to help the THECB see that faculty have many other responsibilities other than being in the classroom. Gary said that the data used is limited to a State Reporting Measure of students, sections, contact hours, and/or credit hours.
- ◆ Collin is working to have all required documentation for Gainful Employment reported by November 15.
- ◆ There was discussion regarding summer scheduling of full-time faculty when an overload class gets canceled, and whether it is fair to bump part-time faculty to accommodate the full-time. There was question on whether a policy should be in place, or if it should be left up to the dean. There was not a consensus on this.
- ◆ New Bacterial Meningitis regulations will become effective Spring 2012, when admitting new students.
- ◆ Paula Miller, Chair of the Faculty Council, has suggested a meet and greet with Collin's Board members. This is still in the planning stage.

Discussion Item:

- ◆ **Meeting Schedule**
Future meeting schedule was discussed. It was concluded that member availability is limited to Friday afternoon.
- ◆ **Supporting Documentation for Proposed Curricular Items**
Tom asked members to review "The Charge" and "Duties" from the current *Curriculum Advisory Board Operational Procedures and Guidelines*. He asked members if there was anything they felt should be provided to assist them in making recommendations. Tom was asked if there have been any concerns about how the CAB makes their recommendations. He referred the question to Kathleen, who suggested we can learn by looking at the questions and concerns the Leadership Team raises before approving CAB recommendations. She asked members if they wanted additional information available to assist them with performing their duties. CAB members felt strongly they had enough information to make a decision and should be able to rely on the presenters to answer any concerns. The consensus was that the materials and the preparation prior to presentations are sufficient.

Meeting adjourned at 3:40.