

CURRICULUM ADVISORY BOARD

December 2, 2011

1:30 pm

CHEC 135

Approved Meeting Minutes

Voting Members Present:

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

Voting Members Absent:

Linda Sears

Non-Voting Members Present:

Bill Blitt – Deans' Liaison, 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

- ◆ Paralegal / Legal Assistant – Presenter: Marsha Griggs
 - * Program Revisions – Fall 2012 – Recommended
 - AAS – Paralegal / Legal Assistant
 - Certificate – Paralegal General
 - * New Courses – Fall 2012 – Recommended
 - LGLA-1305, Legal Writing
 - LGLA-2309, Real Property
 - LGLA-2313, Criminal Law and Procedures
 - LGLA-2323, Intellectual Property
 - * Course Revisions – Fall 2012 – Recommended
 - LGLA-2239, Certified Legal Assistant Review – Added “LGLA 1303, LGLA 1305 and LGLA 1342, or consent of Department Chair” as the prerequisites
 - LGLA-1344, Texas Civil Litigation – Added “LGLA 1303, LGLA 2303” to the prerequisite

Fine Arts

- ◆ Photography, Commercial – Presenters: Elizabeth Mellot, Laura Flores, and Byrd Williams
 - * Program Revisions – Fall 2012 – Recommended
 - AAS – Commercial Photography
 - Certificate – Commercial Photography
 - * New Programs – Fall 2012 – Recommended
 - MSAA – Studio Management
 - MSAA – Studio Production
 - * Course Revisions – Fall 2012 – Recommended
 - ARTS-2348, Digital Photography I – New title; revision of course description and SLOs
 - ARTS-2349, Digital Photography II – New title; revision of course description and SLOs
 - PHTC-1341, Color Photography I (Theory and Management) – New title; added “ARTS 2349” and deleted “ARTS 2356 or PHTC 1311” as the prerequisite
 - PHTC-1343, Expressive Photography – Deleted prerequisite
 - PHTC-1345, Illustrative Photography I – Added “PHTC 1353” and deleted “ARTS 2356 or PHTC 1311” as the prerequisite

- PHTC-1347, Landscape Photography – Added “ARTS 2348 or” to the prerequisite options
- PHTC-1351, Photojournalism I – Added “ARTS 2348 or” to the prerequisite options
- PHTC-1353, Portraiture I – Added “ARTS 2348 or” to the prerequisite options
- PHTC-2331, Architectural Photography – Added “ARTS 2348 or” to the prerequisite options
- PHTC-2340, Photographic Studio Management – Added “ARTS 2348 or” to the prerequisite options
- PHTC-2342, Fashion Photography – Deleted “ARTS 2356 or PHTC 1311” and added “PHTC 1353 as the prerequisite
- PHTC-2343, Portfolio Development – Deleted “Completed a minimum of 9 credit hours of PHTC courses, or” from the prerequisite
- * Course Terminations – Fall 2012 – Recommended
 - COMM-1316
 - COMM-1317
 - PHTC-1300
 - PHTC-2341
 - PHTC-2349

Science, Technology, Engineering and Mathematics (STEM)

- ◆ Computer-Aided Drafting and Design – Presenter: Dave Galley
 - * Course Revision – Fall 2012 – Recommended
 - DFTG-1317, Architectural Drafting – Residential – Contact hour change from 2/3 to 2/4
- ◆ Computer Networking Technology – Presenter: Dave Galley
 - * Course Addition – Fall 2012 – Recommended
 - ITMT-1370, Configuring Windows 7 (MS 70-680)
- ◆ Electronic Engineering Technology – Presenter: Dave Galley
 - * Course Revision – Fall 2012 – Recommended
 - ENGR-1304, Engineering Graphics – Removed “DFTG-1309 or consent of Instructor or Program Director” from the prerequisite

Social and Behavioral Sciences

- ◆ Child Development – Presenters: Elaine Zweig and Sharon Hirschy
 - * Program Revisions – Fall 2012 – Recommended
 - AAS – Child Development
 - Certificate – Child Development
 - * New Course – Fall 2012 – Recommended
 - CDEC-2371, Teaching Technology in the Classroom
 - * Course Terminations – Fall 2012 – Recommended
 - CDEC-1335
 - CDEC-2315

Deans' Liaison Report

CAB proposals from Fine Arts (Animation, Digital Video and Graphic Design) have been approved; however, the Business and Computer Systems (Accounting and Economics) are pending. Leadership is requesting additional information from IRO to determine how enrollment in these courses might be affected.

Faculty Council Report

Faculty still have questions about the new syllabus template. Julie T. will forward some of the questions she has received to CAB members. Glenn stated the CAB spent much time in developing this new template. Kathleen reminded the group that a process took place that included input from the deans and approval by the APT and the VP/Ps. Faculty should direct questions to their dean.

Academic Planning Team (APT) Report

Bill reported there has not been an APT meeting since CAB last met.

Discussion Items:

- ◆ **Minutes from the November 18 CAB meeting**
 - * Minutes were approved with one edit to the assessment for ACCT 2301. This should be “Placement Assessment: MATH 1314”.

◆ **Meeting Schedule**

- * The December 13 CAB meeting has been canceled.
- * All Spring CAB meetings will begin at 1:30, and be held at CHEC, except for May. The dates are:
 - January 13 – Electronic, if necessary
 - January 27
 - February 10
 - March 2
 - April 20
 - May 4 – SCC

◆ **Independent Studies**

Pete questioned the procedure for offering an independent study course. Bill stated these are very difficult to make, with the new guideline for a minimum of 15 students.

Meeting adjourned at 4:00