

CURRICULUM ADVISORY BOARD

January 17, 2013

1:00 pm

CHEC 108

Approved Meeting Minutes

Voting Members Present:

Tom Ottinger – Chair, Christian Aars, Ellen Bell, Robert Benavides, Julie Boganwright, Pete Brierley, Kristi Clark-Miller, Christine DeLaTorre, Shawna Masters, Frank Mayhew, Kelly Putnam, Dale Walker, Judi Wohead

Non-Voting Members Present:

Jon Hardesty - Deans' Liaison, Maria Bridgeman – Student Development Liaison, Kathleen Fenton, Karen Murph

Non-Voting Members Absent:

Vickie Stone

Others Present:

Dani Day, Gordon Lin, Renée Long, Jennifer Summerville

Meeting Minutes

Tom called the meeting to order.

New Curricular Proposals (see attached details)

Fine Arts

- ◆ Digital Video – Laura Flores presented
 - * New Marketable Skills Achievement Award (MSAA) – Recommended

Deans' Liaison Report

- ◆ No report

Faculty Council Report

- ◆ No report

Communication Advisory Meeting (CAM) Report

- ◆ Last meeting was December 13, 2012.
- ◆ SACS Compliance Issues
 - * Differences in on-sight vs. off-sight reviews were discussed. There are three phases (on-sight review, off-sight review and follow-up). The college has opportunity to respond to each phase along the way.
 - * Credentialed instructors for certain courses was the main area where colleges that have recently gone through the accreditation process were out of compliance. It was noted that it only takes one instructor for this to be an issue.
- ◆ SACS Federal Requirement for Compliance
 - * Institutional Assessment – SACS is looking at all students, not just graduates.

- ◆ New Texas Assessment Initiative to start Fall of 2013-2014 academic year. There is a new component which is combined with the high school GPA.
- ◆ Tom presented CAB's action regarding core objectives being included on generic syllabi to CAM.
- ◆ The Master Calendar was discussed.
- ◆ The new "Civic Excellence Designation" award was discussed, and a handout was passed around.
- ◆ Multiple Roster Dates – There are different census dates depending on when a class starts.
- ◆ Continuous Improvement Plans – Deans have been notified about this.
- ◆ The idea of Registration "wait lists" is being looked into; more information to follow.
- ◆ After the CAM meeting information was given, Tom asked the CAB members for volunteers to attend upcoming CAM meetings: Christine will take February 14, and Frank will take April 11.

Low Enrollment Courses – FYI

- ◆ The Curriculum Office prepares this report every Fall and keeps the Deans updated on the enrollment history of all Collin inventory courses.

Discussion Items

- ◆ Component Area Option
 - * CAB is still accepting proposals for the 1-credit-hour course.
 - * As of now, PYSC 1100 seems to be a good fit; however, it still needs to be officially proposed.
- ◆ Humanities – No skills-based courses are permitted to fulfill the SACS general education requirement.

Business Meeting was adjourned at 1:45 pm.

Core Review Course

- ◆ CAB Members who are involved with the Core Review process stayed to review their assigned courses.