

CURRICULUM ADVISORY BOARD

March 1, 2013

1:30 pm

CHEC 221

Approved Meeting Minutes

Voting Members Present:

Tom Ottinger – Chair, Christian Aars, Robert Benavides, Pete Brierley, Shawna Masters, Frank Mayhew, Dale Walker, Judi Wohead

Voting Members Absent:

Ellen Bell, Julie Boganwright, Kristi Clark-Miller, Christine DeLaTorre, Kelly Putnam

Non-Voting Members Present:

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

Non-Voting Members Absent:

Jon Hardesty – Deans' Liaison

Others Present:

Renée Long

Meeting Minutes

Tom called the meeting to order.

New Curricular Proposals (see attached details)

- ◆ Developmental Education – Marilyn Massey and Randy Collins presented
 - * Mathematics – New Course; Course Revisions – Fall 2013
 - * An electronic vote will take place due to not having a quorum present. **(Note: An electronic vote was taken, and it was recommended that the proposals move forward.)**

Core Review Course

- ◆ ENGL 1301, 1302 – Recommended
- ◆ HUMA 1301 – Recommended

Deans' Liaison Report

- ◆ No report

Faculty Council Report

- ◆ No report from last week's meeting.

Communication Advisory Meeting (CAM) Report

- ◆ No report – Next meeting is in April.

Discussion Items

- ◆ SACS – FR 4.4 Program Length
 - * Tom handed out the SACS Federal Requirement for review. Any questions/concerns should be given to Tom.
- ◆ Core Review Process
 - * A concern was expressed about whether the Learning Activity can be the same as the Assessment. It was determined that as long as both requirements are met, it would be acceptable.
 - * Another concern was does one judge the adequacy of the learning activity or assessment material's content in review, or just the process? Answer: You are asked to judge the content adequacy of the material by the "reasonable man" standard, not as a content expert.
- ◆ Generic Syllabus Template
 - * No update.
- ◆ CAB Member Discussion
 - * Core Review submissions – Some syllabi list a Core objective for nearly every SLO. But the Core Review Form may list one or fewer SLOs to meet the required Core Objectives. CAB members should discuss this with the Discipline Lead. If the Discipline Lead agrees, the additional Core Objectives may be removed from the syllabus, without going back to the Dean(s), who have already approved the Core Review documents. The Discipline Lead may elect to leave all the additional Core Objectives on the syllabus, but the CAB member reviewing their information should inform them this requires them to assess all SLOs.
 - * During Core Review, make sure that the syllabi have the latest state-mandated SLOs.
- ◆ Next CAB Meeting
 - * Vickie spoke about the updated ACGM now requiring additional prerequisites to BIOL-2421, which is used in many of the Health Science programs; thus, causing them to go over the maximum 72-credit-hour limit. To resolve this issue, BIOL-2420 will be added to Collin's inventory to replace BIOL-2421 in these programs. The Health Science programs impacted by this change will be coming to CAB next week. Dean Johnson wants to know if CAB wants all the Directors to attend, or if the presentation would only be informational. Dean Johnson will be here for other presentations, if needed. Answer: The Dean's presence will suffice; the others are not required to attend.

Business Meeting was adjourned at 2:15 pm.

CAB members stayed after the meeting to work on Core Review Courses as necessary.