

## CURRICULUM ADVISORY BOARD

March 8, 2013

1:30 pm

CHEC 135

### Approved Meeting Minutes

#### **Voting Members Present:**

Tom Ottinger – Chair, Christian Aars, Ellen Bell, Julie Boganwright, Pete Brierley, Kristi Clark-Miller, Kelly Putnam, Judi Wohead

#### **Voting Members Absent:**

Robert Benavides, Christine DeLaTorre, Shawna Masters, Frank Mayhew, Dale Walker

#### **Non-Voting Members Present:**

Jon Hardesty – Deans' Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

#### **Non-Voting Members Absent:**

Maria Bridgeman – Student Development Liaison

#### **Others Present:**

Dani Day, Renée Long, Jennifer Summerville, Tyler Young

### Meeting Minutes

Tom called the meeting to order.

#### **New Curricular Proposals**

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.)**

- ◆ Health Sciences
  - \* Health Information Management – Abe Johnson and Michelle Millen presented
    - Program Revision (AAS) – Fall 2013
    - New Course – Fall 2013
  - \* Health Information Management / Medical Coding and Billing – Abe Johnson and Michelle Millen presented
    - Program Revision (Certificate) – Fall 2013
    - Course Termination – Fall 2013
  - \* Physical Education – Abe Johnson presented
    - New Elective Area – Fall 2013
    - Six New Courses, of which four are activity courses – Fall 2013
  - \* Respiratory Care – Abe Johnson presented
    - Course revision – Fall 2013
- ◆ Mathematics and Natural Sciences
  - \* Biology – Jon Hardesty and Cameron Neal presented
    - New Course – BIOL 2420 – Fall 2013 (Prerequisites are still under discussion and will be presented at a future CAB meeting.)

### **Deans' Liaison Report**

- ◆ No report – No meeting since February 15

### **Faculty Council Report**

- ◆ No report – No meeting since February 15

### **Communication Advisory Meeting (CAM) Report**

- ◆ No report – No meeting since February 15

### **Discussion Items**

- ◆ Core Review Process
  - \* If review requirements have been met, all courses for review should be presented “as approved” by the reviewing team. At least two people from the team should have reviewed the course.
  - \* All new / revised SLOs should be reviewed by all CAB members for approval, unless they are state-mandated.
  - \* The process needs to be stepped up for reviewing Core courses if they are to be finished by the end of the semester. Tom requested each member to have four courses reviewed and ready to present by the next meeting.
  - \* Tom informed the group that Physical Education has eleven courses they are presenting for Core Review. These courses are being submitted to meet the Component Area Option and will meet the definition of the Social and Behavioral Sciences component area and its objectives. He has asked Craig Leverette to attend the meeting when the new courses are presented.
- (Note: The first two items were voted on and approved during the electronic vote.)
- ◆ CAB Minutes – The February 15 and March 1 Minutes were distributed and will be voted on during the electronic vote. (Note: An electronic vote was taken, and the minutes were approved.)

### **Core Review Courses**

- ◆ An electronic vote will be held to meet quorum for the listed Core Review Courses:
  - \* ARTS 1313
  - \* DRAM 1310
  - \* GOVT 2305
- ◆ Also to be included in the vote will be the following Core Review Courses from the March 1 CAB meeting in which quorum was not present:
  - \* ENGL 1301
  - \* ENGL 1302
  - \* HUMA 1301

(Note: An electronic vote was taken, and each of the courses was recommended.)

Meeting was adjourned at 3:05 pm.