

CURRICULUM ADVISORY BOARD

August 23, 2012

1:00 pm

CHEC 139

Approved Meeting Minutes

Voting Members Present:

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

Voting Members Absent:

Kelly Putnam

Non-Voting Members Present:

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

Non-Voting Member Absent:

Maria Bridgeman – Student Development Liaison

Others Present:

Dani Day, Renée Long, Jennifer Summerville

Meeting Minutes

Tom called the meeting to order.

Introductions of all present were made.

Orientation / Refresher

◆ **I: Drive**

- * An overview of the Curriculum folder was given.
- * Core Review submissions will be placed in the I:drive by the Curriculum Office to provide access to CAB Core Review subcommittee members.
- * If reviewers are off-campus, they can access the I:drive through the VirtualOffice.Collin.edu site using their GroupWise log on/password. Internet Explorer should be used instead of Firefox.

◆ **Curriculum Intranet Site**

- * CAB members were shown the Curriculum Intranet site and common resource materials. Using <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/>, the following can be found:
 - Workforce Education Course Manual (WECM)
 - Academic Course Guide Manual (ACGM) – It is recommended to have a hard copy of this.

- WECM Workshops – These are held every summer. In October or November, a list of courses reviewed will be available that indicates all the changes that were made, if any. The Deans and Chairs/Directors will be notified of the changes affecting their courses, and updates will be made, effective the next fall semester.
- Guidelines for Instructional Programs in Workforce Education (GIPWE)

New Curricular Proposals

- ◆ No new business.

Deans Liaison Report

- ◆ No new business.

Faculty Council Report – Selection of Representative

- ◆ Tom opened the floor for nomination for a representative for AY 12/13 – Judi Wohead volunteered for the position. All voting members approved.
- ◆ Judi said last year she and Julie Turnbow shared this responsibility, and it was very beneficial due to the times both were not available to attend the meeting. She requested there to be an additional representative; however, at this point, no one has volunteered.

Academic Affairs / Student Development – Communication Advisory Meeting (CAM Report)

- ◆ CAM (previously known as APT) was held two weeks ago. Discussion included reducing the number of members, review of items from last year, and the program review process.
- ◆ Selection of Representative – Tom asked Jon and Dani to be co-representatives. A representative would be just for passing of information from the CAM. A suggestion was made of just getting detailed notes to share instead of an actual representative.

Discussion Items

- ◆ Curricular Recommendations Update
 - * The Geospatial Information Science program had been approved.
 - * The Biotechnology low-enrollment appeal was approved. This resulted in the deactivation of the AAS and revision of the certificate.
 - * Polysomnographic Technology was approved by SACS August 9, 2012.
 - * Government courses 2305 and 2306 were added to core, effective by Fall 2013 to meet the Texas mandate and were added to Collin's inventory, effective Spring 2013.
 - * HUMA 1311 was deleted from core effective Fall 2012 due to lack of demand.
- ◆ Core Review
 - * The 2010 Core Rationale developed by a CAB Faculty subcommittee was reviewed. Its primary theme reflected that Collin is a diverse community so our core should be diverse.
 - * Core Review Template
 - Two examples were handed out: one from Shannon Kearns-Simmons in Creative Arts and the other from Kristi Clark-Miller in Social & Behavioral Sciences. Kristi Clark-Miller has gone through this process with her colleagues. The Learning Activity example is a movie and/or discussion. No documents needed if the description of Activity is described sufficiently. An example of the Assessment would be a resulting student work such as a test, quiz and/or an oral presentation. No answer key required. A handout was distributed for how to attach documents to the Core Curriculum Review Form.

- CAB approved the 2012-2013 Core Curriculum Review process in May 2012; a process description was distributed. A few questions were put on the floor: Q: When will COAT put out a rubric for all to follow? A: Draft rubrics are available for Critical Thinking, Communication Skills (written, oral and visual), Team Work, and Empirical and Quantitative Skills. Social and Personal Responsibility rubrics have not yet been released. Q: Will the documents go “public” or just stay within Collin faculty and staff? A: Students will not be able to have access to this. Q: Is there a duplication of COAT & CAB reviews? A: COAT assesses the student work to determine the extent to which Collin component-complete students achieve the required core objectives. CAB, on the other hand, is ascertaining that Collin’s core courses meet the THECB parameters for core courses.
- A suggestion was made to add Discipline Leads information on the review form.
- Tom called for a motion to vote on the Core Review Form with modifications. Motions were made, and the vote to approve was unanimous.
- Tom proposed a motion to approve revisions to the Guidelines for Core Review by CAB that have been made since the May vote of approval. The modifications are typed in blue in the handout. It was affirmed that all courses in Core can teach all Core Objectives. Motions were made, and all approved the updated Guidelines for Core Review by CAB.
- * Component Area Option courses
 - Tom proposed extending the timeline for course submissions for Component Area Options to begin Spring 2013. Currently, three (3) of six (6) available hours come from Communications, two (2) hours come from the required Lab for Life/Physical Science, leaving one (1) “extra” hour. Postponed to approve for Spring 2013.
- * Deadline Extension for Foundational Component Area courses
 - This is being asked due to revisions to the template over summer. The extension will be moved from September 10 to October 5; one week before a scheduled CAB meeting.
- * Communication of Information
 - Leave the process title as “Core Curriculum Review”, but we will refer to the process as “Core Review” during CAB meetings.
 - Tom and Dani will hold a Discipline Leads meeting September 19 from 4-5:00 pm at CHEC. They will review the Core process and review the required forms. This meeting is optional for CAB members.
- * Selection of CAB Core Curriculum Review Teams
 - Teams will break up Core Reviews so that one person/team doesn’t have to do them all. At least one team member will represent the Core. CAB members were divided into four teams.
 - Each group will meet to discuss the Foundational Component Area courses they are assigned, and then make their recommendations to the CAB.
- * Core Curriculum Round 1 and Round 2 Recommendations
 - A handout was given about the THECB parameters of Core Curriculum. The status of Physical Education submission was asked. Dani announced that it would be unlikely to be approved if sent to the THECB. There was also discussion about the Government courses.
 - Tom proposed a review of existing core courses during the first round. The second round, for courses that are not currently in core, will be postponed until Fall 2013. Motions were made and all approved.

CAB Business

- ◆ Committee and organizational names were updated in the CAB Operational Procedures and Guidelines; changes were marked in red and blue on the hand out.
- ◆ A handout of the 2012–2013 CAB Meeting Dates was given. Karen will give an update on locations when they are confirmed.
- ◆ Curriculum Management Process
 - * Dani handed out a flow chart of the process. This consisted of recognition of several different aspects of curriculum development that she brought into one encompassing flow chart.

Meeting adjourned at 3:45.