CURRICULUM ADVISORY BOARD
September 28, 2012
1:30 pm
CHEC 135
Approved Meeting Minutes

Voting Members Present:
Tom Ottinger – Chair, Christian Aars, Ellen Bell, Robert Benavides, Julie Boganwright , Pete Brierley, Christine DeLaTorre, Shawna Masters, Frank Mayhew, Kelly Putnam, Dale Walker, Judi Wohead

Voting Members Absent:
Kristi Clark-Miller

Non-Voting Members Present:
Jon Hardesty – Deans' Liaison, Maria Bridgeman – Student Development Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

Non-Voting Member Absent:

Others Present:
Renée Long

Meeting Minutes

Tom called the meeting to order.

New Curricular Proposals

- ♦ **Fine Arts**
    - ∗ Art – Tom presented for Carter Scaggs
        - • Course Revisions – Recommended
            - ▪ ARTS 2316, Painting I – Removed prerequisite
            - ▪ ARTS 2366, Watercolor I – Removed prerequisite

Deans' Liaison Report
- ♦ The Deans have been notified of the recommendations made by CAB; however, they are still being reviewed by academic leadership.

Faculty Council Report
- ♦ No report at this time, because the Faculty Council Meeting is in session the same time CAB is meeting.

Communication Advisory Meeting (CAM) Report
- ♦ No report at this time, because CAM has not met again.

Core Review Course
- ♦ ARTS 1313 was tabled due to concerns about deleted SLOs. The SLOs for this course were new or revised. Two current SLOs were deleted.
  - ∗ SLOs: A discussion was initiated about SLOs being deleted without Dean's approval. A suggestion was made to track SLO changes on syllabi.   Further discussion confirmed that SLOs needn't all link to Texas core objectives and that Tom would advise Discipline Leads to retain existing SLOs unless they were obviously combined to address Texas core objectives.
    - • SLO guidelines: As requested by CAB members on September 14, Kathleen distributed a checklist of verbs to use in SLOs and tips regarding how to write an SLO.
    - • Tom suggested that the Deans should approve substantive SLO changes and deletions.
    - • A motion was made to have the Deans approve any deleted or new SLOs after CAB has reviewed – all approved.
  - ∗ Documentation of learning and assessment activities: There was another discussion about documents used for support of the learning activities and assessments being attached with the review.
    - • Texas Higher Education Coordinating Board wants to see documents.
    - • Jon stated that Dani would like to see these documents.
    - • Kathleen reminded CAB that Dani's question at the September 14 meeting had been "How are we ensuring that the Core Objectives are being taught – not just assessed?" There was CAB consensus at the time that core objective instruction was inherent and observable in the learning activities (documentation was implied).
    - • A motion was made to have at least one document per learning activity and assessment per course – approved.
- ♦ DRAM 1310 – Shawna suggested changes to this review: typos and verbiage. A motion was made to accept DRAM 1310, with editing changes, as a Core Course – approved.
- ♦ ARTS 1313, DRAM 2361 and DRAM 2362 were tabled until the October meeting due to SLO concerns.
- ♦ DRAM 2366 and DRAM 2367 will be presented at the next meeting.

Discussion Items
- ♦ Core Review General Issues
  - ∗ Addition of Existing Inventory Courses to Core – CAB wants to hold off new core courses for now. A motion was made and approved that if the course is already in the inventory, then it can be brought to the table and will be reviewed on a first come first serve basis.
  - ∗ Addition of New Courses to Core – It was agreed that new courses that are not in the inventory will have to wait until next year to be reviewed. Frank asked if the Deans were okay with this, and Jon said they were. A question about the difference in process between inventory and new core courses resulted in a motion to amend the previous one to include all types of new course submissions – approved. A PCF (Program/Course Form) will be completed by the Curriculum Coordinator for addition of the course to the inventory and will be signed by the Dean.
  - ∗ Component Area Option / Availability of One-hour Courses – Kathleen informed CAB that a new strategy was needed to identify the one-hour course still needed for the Component Area Option. Previously, CAB's strategy was to invite all foundational Component area disciplines to submit one-hour course options for inclusion in the Component Area Option. In reviewing the ACGM, only one general course was found to fulfill this need: PSYC 1100 /

EDUC 1100. Kathleen advised CAB that time was of the essence in devising a new strategy for achieving the requirement for a 42-hour core curriculum. Kelly said that she would look at it for PHED. Frank wanted to know if other institutions had this same issue. Kathleen suggested CAB members could speak with outside colleagues. Tom will be talking with Dani about this issue as well.

∗ Communication of Information – CAB Process – Tom read through the "Process for CAB" handout. Tom will try to balance the course load while also trying to keep similar courses together. Clarification was made on what the folders meant and the order in which files should be moved.

- Core Review Checklist – A revised document was handed out with two items added: 1. Is this course currently in Collin's inventory? 2. Team's Recommendation/Summary. A motion to adopt these new changes was approved.

CAB Business

♦ Selection of Alternate Chair – Frank suggested Christian, and Christian agreed. All approved of Christian being the Alternate CAB Chair.

♦ Course Syllabus Template – A revised template was given out, with all new additions colored in green. A motion to adopt these changes was approved. See attached handout.

♦ Minutes for the September 14 CAB meeting will be sent out electronically.

Meeting was adjourned at 4:40 pm.

GENERIC COURSE SYLLABUS TEMPLATE

COURSE INFORMATION

Course Number: *Rubric (all caps) – Course Number (4 digits).*

Course Title: *Use the official catalog course title*

Course Description: *Use the official catalog course description*

Course Credit Hours: (SCH) *Only list the formats that are used:*
Lecture Hours: *(weekly contact hours)*
Lab Hours: *(weekly contact hours)*
Clinical/Recitation Hours: *(weekly contact hours)*

Placement Assessment(s): "*Placement in ENGL XXX, MATH XXX, READ XXX or college level reading and/or ESLC/ESLG/ESLR/ESLV/ESLW XXX. Consult the Testing Center Director if you have questions about an assessment level."* *If the course has no assessment requirements, do not enter this category.*

Prerequisite: *Course rubric and number, if applicable. If there is no prerequisite, do not enter this category.*

Prerequisite/
Concurrent Enrollment: *Enter the Course Rubric and Number if the student could either take the course in the same semester or a previous semester as this course. If the course has no prerequisite/concurrent enrollment, do not enter this category.*

Corequisite: *Course rubric and number, if applicable. If there is no corequisite, do not enter this category.*

Student Learning Outcomes: *This section will outline the measurable student learning outcomes of the course as agreed upon and submitted by faculty in the discipline. If this is an academic course with state-mandated outcomes, insert the list of state-mandated outcomes published in the ACGM (Academic Course Guide Manual) and follow with any Collin outcomes agreed upon by the faculty in the discipline that are not explicitly covered in the state's SLOs. For Core Curriculum Courses, include any outcomes needed in order to have at least one SLO for each required core objective. Indicate by two-letter representation[1] in parenthesis the core objective being taught through each SLO identified for core objectives.*

Withdrawal Policy: "See the current *Collin Registration Guide* for the last day to withdraw. "

Collin College Academic Policies: "See the current *Collin Student Handbook.*"

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

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[1] CM – Communication   CT – Critical Thinking   EQ – Empirical Quantitative   PR – Personal Responsibility
SR – Social Responsibility   TW - Teamwork

Instructor's Name:
Office Number:
Office Hours: *If Associate Faculty, use the statement "By appointment only". (Per SACS, contact information must be provided to students. If "By appointment only", then the day of the week and time of the day appointments may be scheduled needs to be communicated here.)*
Phone Number: *(a college office phone number or instructional office phone number preferred – publishing a personal phone number is not recommended)*
Email:

Class Information:
       Section Number:
       Meeting Times:
       Meeting Location:
If a Web, Blended, or Hybrid course, add any relevant information regarding:
       Minimum Technology Requirement:
       Minimum Student Skills:
       Netiquette Expectations: *expectations for electronic discussions and mail communication*

Course Resources: *List all required and optional course resources/reading materials and, if necessary, where they are accessible (online and/or Collin Library). If there will be no required course materials, state "None".*

Supplies: *List all required and optional course supplies. If there are no class supplies, state "None".*

Attendance Policy: *Optional, may vary by instructor.*

Additional Student Learning Outcomes: *Optional, may vary by instructor.*

Method of Evaluation: *Grading policy/scale; Specifically state how grade is determined, including any requirements students must accomplish to successfully complete the course.*

If a Web, Blended, or Hybrid course, inform students of the following points:
       Requirements For Participation In Online Discussion Or Collaborative Activities:
       Criteria Used To Evaluate Participation In Such Activities:
       Delivery Method Of Feedback and/or Graded Material:
       Standards for Instructor Response and Availability: *(turn-around time for email responses, grade posting, etc.)*

Course Calendar: *By law, syllabi must include a brief description of each major course requirement, including each major assignment and examination, a general description of the subject matter of each lecture or discussion, and a list of any required or recommended readings.*

Any additional information, approved by Dean, may be added below.