

CURRICULUM ADVISORY BOARD

October 12, 2012

1:30 pm

CHEC 135

Approved Meeting Minutes

Voting Members Present:

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

Voting Members Absent:

Ellen Bell, Pete Brierley

Non-Voting Members Present:

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

Non-Voting Members Absent:

Jon Hardesty – Deans' Liaison

Others Present:

Dani Day, Renée Long, Jennifer Summerville

Meeting Minutes

Tom called the meeting to order.

New Curricular Proposals

- ◆ No new Curricular Proposals

Deans' Liaison Report

- ◆ Gary let CAB know of three areas of feedback from the Deans' / Vice Presidents' meeting:
 - * Deans' involvement with Core Review Process – Deans would like to see their courses before they come through CAB to hopefully cut down on the amount of time for the review process. This is not just for curriculum changes, but they also want to be the first step in the Core Review Process.
(The new process will require the Discipline Lead to provide all the documents to their Dean. After the Dean reviews and approves the documents, they will be forwarded to Kathleen to place in CAB's folder for the review process to begin. In the event more than one Dean is responsible for the course, one Dean will submit all the documents to Kathleen, copying the other Deans. This will be confirmation that all have approved.)
 - * Deans' feedback from the ACGM Review of options to the component area; one-hour component. The Coordinating Board is discouraging any courses with activity. Gary heard about a potential Physical Education course that might fulfill this requirement. He encouraged looking into this further due to it being a class that studies activities, but does not have those activities in the course itself. **[Note: CAB looked at the ACGM course description for PHED 1164 at its last meeting. The description states "Includes the study and practice of activities and principles that promote physical fitness."]**

- * The Dean's would like to omit the two-letter codes recommended for the syllabus template, because the deans believe the codes will confuse the students. Kathleen asked if the code could remain on the generic syllabus to ensure adjunct instructors know which SLOs carry the obligation to teach the required Texas core objectives and which SLOs could be assessed. Gary stated this is the Chair's responsibility to provide this information to all instructors – adjunct or full-time. Faculty concurred with Kathleen due to past experience as associate faculty not being informed of this type of information. This would be only for knowledge purposes and not included in the instructor syllabus distributed to students. Kathleen asked if there is another place for this to be documented, and Gary stated he would like to discuss this with the Deans and get back to CAB.

Faculty Council Report

- ◆ Judi reported that the Council had its meeting during our last CAB meeting. She has the minutes if anyone is interested in seeing them. Following are some of the "hot" topics:
 - * Discussion of Black Board – Black Board would close down seven days after class; this date is listed in Banner. Testing and other grades need to be entered before this deadline. There were also issues with testing in Black Board; students taking tests from laptops or mobile devices. Jennifer stated eCollin is aware of some of these issues but encouraged any issue be reported to them so they can research and prevent issues in the future.
 - * Minimum class size amount of 15 students per section versus discipline average of 15 students per section, allowing some sections operation +15/-15 per section. Dr. Israel will not change the minimum amount due to the average being ineffective for the college.

Communication Advisory Meeting (CAM) Report

- ◆ No new business.

Discussion Items

- ◆ Core Review
 - * The Core Review Guidelines will now have the Deans look at the Core Courses first before they are given to CAB for review. Courses that have already been received and are under review by a CAB Team do not need to go back to the Deans unless there are new SLOs.
 - * Supporting documents should have file names in the Header so that the label prints on the document when it is printed. This way it will be easier for reviewers to be able to match documents with the correct Objective.
 - * Frank wanted to know what kind of timeline was expected from the Discipline Leads to get information back. Judi suggested a week, and Tom agreed.
 - * Revised documents need to be housed somewhere. The Team Leaders will create a folder within their team folder and label it "Archive". Each revision should be renamed with an R1, R2, etc. (for revision 1, 2, etc.).

Core Review Process

- ◆ New changes were made on the Guidelines for Core Review Process; all marked in blue and red on the hand-out. Headings were added for making information easier to find. A motion was made and approval voted to accept these changes, including deleting the two-letter codes for the syllabus.

Core Review Course

- ◆ CHEM 1405 was presented by Christian and Christine. Christine stated that all SLOs were existing, making this a course ready for approval. All documents were labeled, and the core review checklist was included. Since this course seems to be ready due to existing SLOs, Christine inquired about having a vote now instead of waiting for CAB to review then vote at the next meeting. A motion was made and approval voted to amend the review process if the CAB Representative of the course discipline also accepts that all the SLOs are existing and all the work/evaluation is acceptable. A motion was then made and approval was voted to accept CHEM 1405 as a Core Course.
- ◆ All four DRAM courses have new SLOs. Based on the new process, Tom will return them to the Dean. Kathleen will provide Tom with the original emails from the Discipline Leads and the list of Dean(s) responsible for each course.

CAB Business

- ◆ No new business.

Meeting was adjourned at 3:15 pm.