

CURRICULUM ADVISORY BOARD

October 26, 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, Kristi Clark-Miller, Christine DeLaTorre, Shawna Masters, Frank Mayhew, Kelly Putnam, Dale Walker, Judi Wohead

Non-Voting Members Present:

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

Non-Voting Member Absent:

Kathleen Fenton, Jon Hardesty – Deans' Liaison

Others Present:

Renée Long, Jennifer Summerville

Meeting Minutes

Tom called the meeting to order.

New Curricular Proposals

Business and Computer Systems

- ◆ Business Management – Christine DeLaTorre presented
 - * Program Revision – Fall 2013 – Recommended
 - Certificate – Business Management – Replaced BMGT-1305 with BMGT-1341, BMGT-2311 with BMGT-2347, BMGT-2341 with HRPO-2307 (Capstone)
 - * Course Revision – Fall 2013 – Recommended
 - HRPO-2307, Organizational Behavior – Added BMGT-1327 as a Prerequisite

Engineering Technology

- ◆ Computer-Aided Drafting and Design – Dave Galley presented
 - * Course Revision – Summer 2013 – Recommended
 - DFTG-1333, Mechanical Drafting – Increased contact hours from 3/1 to 2/3
 - * Course Revision – Fall 2013 – Recommended
 - DFTG-1345, Parametric Modeling and Design – Increased contact hours from 3/1 to 2/3
- ◆ Engineering – Dave Galley presented
 - * Course Revision – Fall 2013 – Recommended
 - ENGR-1201, Introduction to Engineering – Increased contact hours from 2/0 to 1/3

Fine Arts

- ◆ Photography – Laura Flores and Elizabeth Mellott presented
 - * Course Revisions – Fall 2013 – Recommended
 - ARTS-2349, Digital Photography II – Added PHTC-1311 or consent of Instructor as a Prerequisite
 - COMM-2366, Introduction to Film/Video – Added ARTS-2348 as a Prerequisite

Dean's Liaison Report

- ◆ Bill Blitt let CAB know that the Deans will review all the syllabi for Core Review. In their meeting next week they will be discussing the process for this. Bill also mentioned that the Discipline Leads will be looking at Activities and Outcomes.
- ◆ Leadership has not finalized the two courses, ARTS-2316 and ARTS-2366, from the September 28 CAB meeting.

Faculty Council Report

- ◆ The Faculty Council meeting is going on the same time as CAB today. Judi had sent over a CAB report with one of her colleagues for that meeting.

Communication Advisory Meeting (CAM) Report

- ◆ No new business.
- ◆ November 15 is their next meeting.

Discussion Items

- ◆ Core Review
 - * Component Area Option – Discussion during the Agenda Planning Meeting last week: It may be possible for 3-hour courses to be included as options if there is at least one 1- hour option. This is under discussion.
 - * A handout of “FAQ for Faculty and Administration in Preparing their New Core Curriculum” was sent by Dani for distribution.
 - * Voting on Core Review Submissions – There was discussion on faculty giving information and voting on courses from their own discipline area. This is not the same as the usual Curriculum Process. Expertise is separate from voting. A motion was made and approval voted to recuse oneself from the vote if the course being reviewed is in one's own discipline.

Core Review Courses

- ◆ PHYS 1401 and PHYS1402 were presented by Frank. He kept in contact with the Discipline Lead via email in regards to questions/concerns. The checklist was good to use. The SLOs are not new, and the wording was good. As there are still questions about the process, a lengthy discussion then arose about how much detail should be going into the reviews.
- ◆ CAB requested Deans review all Core Review documents, not just the syllabi, prior to the course coming to CAB. Bill informed the group that there is a meeting with Dr. Smith on Monday, and if time allows, they plan to meet about the Core Review process. He will request the issue be put on the agenda. Kristi volunteered to attend this meeting to help Deans understand what CAB is looking for. Bill wasn't sure if this would be possible, but he will keep CAB informed about the process approved by the Deans. A motion was made and approval voted to table all Core course review until after the courses have been reviewed by their respective Dean(s).

CAB Business

- ◆ CAB Meeting Minutes
 - * September 28 – Approved
 - * October 12 – Approved, with revision to be made under Deans' Liaison Report, third bullet.

Meeting was adjourned at 4:17 pm.