

## CURRICULUM ADVISORY BOARD

November 30, 2012

1:30 pm

CHEC 135

### Approved Meeting Minutes

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

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

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

Julie Boganwright

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

Jon Hardesty – Deans' Liaison, Maria Bridgeman – Student Development Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

#### **Others Present:**

Dani Day, Renée Long, Jennifer Summerville

### Meeting Minutes

Tom called the meeting to order.

#### **New Curricular Proposals (see attached details)**

##### **Business and Computer Systems**

- ◆ Marketing – Gloria Cockerell presented
  - \* Program / Course Revisions – Fall 2013 – Recommended

##### **Developmental Education**

- ◆ English as a Second Language – Nancy Megarity presented
  - \* Course Additions / Revisions / Terminations – Fall 2013 – Recommended

##### **Fine Arts**

- ◆ Animation – Tom Ottinger presented
  - \* Program Revisions, Course Additions / Revisions / Termination – Fall 2013 – Recommended
- ◆ Graphic Design – Tom Ottinger presented
  - \* Program / Course Revisions – Fall 2013 – Recommended
- ◆ Music – Chris Morgan presented
  - \* Course Revision – Fall 2013 – Recommended
- ◆ Music, Ensemble – Chris Morgan presented
  - \* Course Addition – Fall 2013 – Recommended

##### **Health Science**

- ◆ Emergency Medical Services Professions – Pat McAuliff and James Shiplet presented
  - \* Program Revisions, Course Additions/Revisions/ Terminations – Fall 2013/Fall 2016 – Recommended
- ◆ Fire Academy – Pat McAuliff presented
  - \* Program Revisions – Fall 2013 – Recommended

### **Core Review Course**

- ◆ SOCI 1301 – Christian confirmed that the Core Review Worksheet, Core Review Approval Form, and other documents were the same as before he had sent it to the Dean for approval. The SLOs are now all State-Mandated. A motion was made to approve SOCI 1301 contingent on the Dean's signature and was approved.

### **Deans' Liaison Report**

- ◆ Tom attended the Deans' Meeting on November 15 to make the presentation of the Core Review Process. Deans were updated on the process as well as what forms and documents need to be included for the Core Review.
- ◆ Dani spoke about possible courses for the Component Area Option (CAO). This led into a discussion about how the course hours were broken down and how Collin still needs to find one-hour courses to fulfill total hours.
  - \* Science courses are a possibility; maybe having three- and four-hour courses available for science and non-science students, as well as transferring students.
  - \* Kelly informed CAB that Physical Education faculty is still interested in looking at including one-hour courses that could meet the CAO. She stated that eight out of ten colleges still have PE in their core. A Wellness course would work for this situation; noting that it needs to be a non-activity course.
  - \* SACS conference is coming up, and Dani will be listening to what other colleges are doing in regard to CAOs. **[Note: At the December-9-11, 2012 SACS meeting, only three Texas colleges were reported as currently having a PHED course in core. US Department of Education was reported as informing SACS COC and other regional accreditors that skills courses could not count toward general education requirements, including language acquisition, writing, any performance or practice-based courses such as dance, ceramics, sports, etc.]**

### **Faculty Council Report**

- ◆ Judi reported that the Council had its meeting on November 16 following the chili cook-off. Dr. Smith was the guest speaker.
- ◆ Minimum class size was addressed and noted that 15 students is the minimum and is being enforced.
- ◆ The Council seemed to be excited about the QEP/Advising.
- ◆ Summer pay forms were discussed.
- ◆ The Upward Evaluation process was not approved.
- ◆ There will be no Faculty Council meeting in December.

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

- ◆ No new business.

### **Discussion Items**

- ◆ CAB Business
  - \* Spring CAB Meeting Dates/Locations information was distributed.
  - \* Two Core Courses need to be reviewed by Team Leaders. Tom will forward them.
  - \* A faculty member has questioned how they would go about being placed on CAB. Answer: They should discuss this with their Dean. The Dean will make the recommendation to the VPP.

Meeting was adjourned at 4:12pm.