

CURRICULUM ADVISORY BOARD

August 22, 2013

1:30 pm

CHEC 135

Approved Meeting Minutes

Voting Members Present:

Christian Aars – Chair, Ellen Bell, Robert Benavides, Kerry Byrnes, Chip Galloway, Cynthia Gruver, Frank Mayhew, Tom Ottinger, Kelly Putnam, Diane Schull, Dale Walker

Voting Members Absent:

Pete Brierley, Kristi Clark-Miller

Non-Voting Members Present:

Jon Hardesty – Deans' Liaison, Cathy Rangel – Student Development Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

Non-Voting Members Absent:

Others Present:

Dani Day, Gordon Lin, Jennifer Summerville

Meeting Minutes

Christian called the meeting to order.

Introductions of all present were made.

Presentation on TSI Changes – Doug Willis / Susan Miller

- ◆ An explanation and overview was given of the required TSI changes. (See attached PowerPoint presentation.)

Orientation / Refresher

- ◆ An overview of the I:drive Curriculum folders and the Curriculum Intranet website was given by the Curriculum Office staff.

New Curricular Proposals

- ◆ No proposals

Deans' Liaison Report

- ◆ No report

Faculty Council Report

- ◆ No report. See below for CAB representative information.

Communication Advisory Meeting (CAM) Report

- ◆ No report. See below for CAB representative information.

Discussion Items

- ◆ CAB Business
 - Election of the following:
 - * Alternate Chair – Tom Ottinger
 - * Faculty Council Representative – Ellen Bell
 - * CAM Representative – CAB members will rotate. Frank Mayhew will attend the September 12 meeting, and Tom Ottinger will attend the October 10 meeting.
 - 2013-14 Meeting Dates: September 6, September 20, October 4, October 18, November 1, November 22, December 13, January 23, February 7, February 21, March 7, March 28, April 25, May 9.
 - Operational Procedures and Guidelines – Updated for 1) clarification, 2) changes in the process, 3) consistency. Guidelines were approved as presented, with the exception of the attendance information. This was tabled until the next meeting. Members were asked to submit suggestions.
- ◆ Submission of 2014 Core – This was for information only that submission has been made to the THECB.
- ◆ 60-hour Degree – Explanation was given on this requirement, effective Fall 2015. More information to follow.
- ◆ State Regulatory Language – Public Comment Period – Dani distributed a list of the THECB new proposed rules that are currently open for public comment. Members were asked to submit any comments to Christian.
- ◆ Workforce SCANS Syllabi Code Key – Explanation was given about SCANS and how they will be listed on syllabi for Workforce courses; i.e., at the end of each individual Student Learning Outcome (SLO) that they apply to. A motion was made to instead allow listing the SCANS as a group, below the SLOs, to lessen confusion for students and others. The motion was voted on and approved. An official proposal from the CAB will be submitted, to be effective Fall 2014.
- ◆ 2014 Syllabus Template Revision – This proposal will be forthcoming.

Meeting adjourned at 3:50 pm.

