CURRICULUM ADVISORY BOARD

OPERATIONAL PROCEDURES AND GUIDELINES

I. The Charge

The Curriculum Advisory Board (CAB) is charged with reviewing all changes in curricula or catalog listings, including the addition of new courses and programs, and making recommendations to the designated Academic Officer in accordance with the policies of the Collin College Board of Trustees, the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools Commission on Colleges, and the US Department of Education. Further, the CAB is charged with providing a faculty-driven forum to address college-wide issues through a curricular perspective.

II. Membership

A. The CAB is comprised of representatives from the full-time faculty who are appointed by their deans to serve three-year rotating terms. An academic dean will serve as Deans' Liaison for a three-year term as an ex officio member. A Student Development Liaison will serve for a three-year term as an ex officio member.

B. Selection

Appointment of faculty members is made by academic deans from the disciplinary areas. ~~in consultation with the designated Academic Officer.~~

The academic dean serving as the Deans' Liaison shall be appointed by the designated Academic Officer.

The student development staff member serving as the Student Development Liaison will be appointed by the Vice President of Student Development.

Annually, the following positions shall be nominated from the floor by the faculty members, followed by a vote:

- the Chair,
- an Alternate Chair from among second- and third-year members,
- a Faculty Council Representative will be selected from the CAB to attend Faculty Council meetings,
- a representative will be selected from the CAB to attend all meetings of the Academic Affairs / Student Development – Communication Advisory Meeting and report back on curriculum matters.

C. Succession

If the Chair is unable to attend a CAB function or otherwise serve as Chair, the Alternate Chair shall replace the Chair until the return of the elected Chair or the next Chair election.

In recognition of the vital communication role of the Deans' Liaison, if the Liaison is unavailable for CAB business, the function of the Deans' Liaison shall temporarily transfer to the CAB Chair.

If the Faculty Council Representative or the Academic Affairs / Student Development – Communication Advisory Meeting Representative is unable to attend either a CAB meeting or the next scheduled meeting of his or her external group, then the Representative shall arrange for another CAB member to temporarily serve as liaison in his or her place and assume all reporting obligations.

D. Representation

CAB members are appointed to provide representation of every academic component of the Texas Core, workforce programs, and the Developmental Education division.

There will be one representative from each of the following disciplinary areas:

- Business and Computer Systems
- Communication
- Developmental Education Division (including College Success and English as a Second Language)
- Engineering / Engineering Technology
- Fine Arts
- Health Sciences
- History / Government
- Humanities (Culture, Language and Philosophy)
- Mathematics
- Natural Sciences
- Physical Education / Dance
- Social and Behavioral Sciences
- Workforce At Large

The Workforce At Large position enables full-time faculty members who are in workforce programs not covered by specifically designated areas ~~the three workforce divisions of Business and Computer Systems; Engineering / Engineering Technology; and Health Sciences~~ to be eligible to participate on the CAB.

In addition, equitable representation of every academic campus is attempted ~~according to a rotation schedule. The rotation schedule is only a guide~~. Deans responsible for filling CAB vacancies in specific areas should consult together to appoint an appropriate faculty person, considering factors such as course load, other committee assignments, curriculum development experience, and interest.

E. Length of Term
Any full-time faculty member is eligible to serve a three-year term on the committee. One year served equates to one academic year. It shall be the committee's goal to maintain a rotation that best limits turnover.

III. Duties

All members of the CAB shall review each course / program proposal to verify the following:

- The course / program is consistent with the mission and strategic plan of Collin County Community College District (Collin).
- The course / program is relevant to its degree / certificate plan.
- The course / program is not a duplication of other courses / programs offered at Collin.
- The course ~~/ program~~ title ~~seems appropriate~~ is approved by the THECB.
- The course description is appropriate and includes all THECB-approved and necessary information (prerequisites, lab hours, etc.).
- The course / program includes measurable student learning outcomes.
- Compliance with common course numbering, accuracy of approval numbers, and other administrative details consistent with the guidelines of the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools Commission on Colleges, and the US Department of Education.
- The program includes the necessary courses to satisfy the core curriculum requirements of all approving bodies.
- The course / program has sufficient resources and commitment to support the proposal.
- ~~In addition, the CAB will monitor~~ Course Inventory enrollments will be considered to maintain a curriculum that contributes to institutional effectiveness.

Proposals with an impact beyond specific courses or programs such as decisions about Core or college-wide issues such as retention or Dual Credit will be reviewed in light of the college mission and values as the primary criteria. Any other criteria relevant to a particular proposal decision may be defined and recognized by the membership at the time the proposal is submitted to a CAB vote.

The CAB will table, deny or recommend proposals requesting curricular actions. Proposals denied by the CAB will be remanded to the sending dean by the CAB Chair. ~~The Deans' Liaison will present CAB recommendations to the designated Academic Officer.~~ Recommended CAB proposals will be presented to the District Senior Vice President of Academic Affairs and Student Development, Vice Presidents / Provosts and Vice President of Student Development by the designated Academic Officer for action. At each CAB meeting, the ~~Deans' Liaison~~ CAB Chair will report the status or decision of any CAB recommendation, continuing until a decision has been made with the accompanying reasons for approval or rejection of the CAB proposal(s). The designated Academic Officer has the authority to forward the recommendation to the President for final approval or to decline the recommendation, with notification sent to the proposing dean and Coordinator of Curriculum.

Only voting members will be eligible to participate in recommendation voting. A member of a specific discipline or program whose proposal is under consideration will recuse himself or herself from voting. The dean, committee chair or Vice President responsible for a proposal will be notified of its CAB status within ten business days of the meeting at which it was an agenda item.

Members will collaborate with faculty / administration to develop policy recommendations regarding curricular matters such as retention, dual credit, partnerships, etc.

CAB members will serve as liaisons to their academic area dean(s) and faculty to facilitate increased communications to and from the CAB.

The Deans' Liaison will have the following duties:

- Provide support to the CAB and represent the Deans' views as appropriate.
- Regularly report CAB proceedings to the Deans, and in turn, inform the CAB of any input or feedback relevant to CAB proceedings.
- ~~Recommended CAB proposals will be presented to the designated Academic Officer by the Deans' Liaison for action.~~
- ~~At each CAB meeting, the Deans' Liaison will report the status of any pending CAB recommendations with the accompanying reasons for endorsement or rejection of the CAB proposal(s).~~

The Student Development Liaison will have the following duties:

- Initiate proposals for the good of the college.
- Provide technical support to the CAB.
- Regularly report CAB proceedings to the principle leaders and staff in Student Development, and in turn, inform the CAB of any input or feedback relevant to CAB proceedings.

The Faculty Council Representative will have the following duties:

- Attend Faculty Council meetings in order to report the CAB proceedings.
- Inform the CAB of any relevant input or feedback.
- Provide support to the Faculty Council regarding curricular issues as appropriate.

The Academic Affairs / Student Development – Communication Advisory Meeting Representative will have the following duties:

- Attend meetings of the Academic Affairs / Student Development – Communication Advisory Meeting in order to report the CAB proceedings.
- Inform the CAB of any relevant input or feedback.
- Provide support to the Academic Affairs / Student Development – Communication Advisory Meeting regarding curricular issues as appropriate.

IV. Meetings

The meeting schedule will be decided at the start of each semester.

For voting matters to take place, a quorum of nine members must be present. If a voting member is unable to attend a CAB meeting, that member may grant a proxy to another voting member to vote on their behalf, effective for that meeting only. Electronic designation of the proxy should be sent to the CAB Chair and copied to the CAB Coordinator, giving the name of the proxy. This proxy vote will count toward quorum. This designation will be appended to the minutes.

Votes shall be decided by a two-thirds vote. If a two-thirds vote is not reached, the CAB chair will meet with the academic dean(s) and academic chair to discuss and possibly revise the proposal.

Each member is expected to attend all meetings. A member who misses two meetings in an academic year is subject to removal by voting members.

Approved minutes will be posted on the Curriculum website.

Rev 08.22.13