CURRICULUM ADVISORY BOARD
September 20, 2013
1:30 pm
CHEC 135
Approved Meeting Minutes

Voting Members Present:
Christian Aars – Chair, Ellen Bell, Robert Benavides, Pete Brierley, Kerry Byrnes, Kristi Clark-Miller, Cynthia Gruver, Frank Mayhew, Tom Ottinger, Barry Piazza, Kelly Putnam, Diane Schull, Dale Walker

Voting Members Absent:

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:
Jennifer Summerville

Meeting Minutes

Christian called the meeting to order.

New Curricular Proposals

- Business and Computer Systems
  - Marketing – Gloria Cockerell
    - New Course – Fall 2014 – Recommended
      - MRKG 2312
    - Program Revision – Recommended

Deans' Liaison Report

- See Discussion Items below.

Faculty Council Report

- No report. There has not been a meeting since the last CAB meeting.

Communication Advisory Meeting (CAM) Report

- Items discussed / under review:
  - Different hiring cycles in the future due to the number of full-time faculty being hired.
  - Alignment of general processes for the Academic Chairs and Deans from the three campuses. A group, headed by Cathy Donald-Whitney, is putting together an Academic Chair Handbook.
  - Various groups (such as CAB) invited to each have a standing item on the agenda for the CAM meetings. Sarah Densmore is the contact to request this.

- More feedback and information is needed on the Fall 2013 Wait Lists, regarding any changes that may be needed.
- Bookstore electronic ordering system issues resolved.
- New academic probation process instituted Fall 2013. In streamlining the system, it resulted in students starting with "clean slate". Criteria and process will be in place for Spring 2014. Question about whether it was the same for students on suspension; however, it was not known.
- Question was asked if CAM was the appropriate group to register a concern regarding F1 students who are listed on the class roster but are not attending class. Faculty have no way to know which student is an F1 student; therefore, they do not know which ones need to be reported. It was suggested that the Registrar or the International Students office be contacted.

Discussion Items

- CAB Business
  - Operational Procedures and Guidelines – Discussion continued on the attendance policy, with review of the draft Christian had sent out. The draft was voted on and approved to be incorporated into the guidelines.
- Workforce SCANS
  - A *General Action Form* (GAF), with the CAB's recommendation to allow SCANS to be listed as a group on the syllabi, has been forwarded for review by Academic Leadership.
  - Workforce deans are concerned with removing the SCANS from the individual SLOs:
    - Areas have already started aligning SCANS with SLOs, so there could be an issue with SACS review.
    - Aligning with SLOs indicates the SCANS are being covered, while grouping them together makes it more difficult to show the content is being taught.
- AAS General Education Requirement – The Workforce Steering Committee has not yet met. At its next meeting, Jon will recommend that a group of workforce faculty be formed to review and discuss continuing the use of the current AAS Core, or adopting the General Education Requirement instead.
- Core Objectives Linked to SLOs – This is an informational item at this point, as there will not be any action taken prior to receiving notification from the state of the 2014 Core. If the Core is denied or requires changes, all changes would be made at that time. Taking any action before-hand could cause unnecessary work. Also, Jon relayed discussion from the deans' meeting – consensus being that there needs to be a collective decision made on this, possibly bringing in COAT. This item was tabled.
- Other Business
  - September 6 meeting minutes were approved.
  - October 4 meeting was cancelled.

Meeting adjourned at 2:30 pm.

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