CURRICULUM ADVISORY BOARD
November 1, 2013
1:30 pm
CHEC 114
Approved Meeting Minutes

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

Voting Members Absent:
Ellen Bell (voting proxy: Frank), Barry Piazza, Diane Schull (voting proxy: Christian)

Non-Voting Members Present:
Jon Hardesty – Deans' Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

Non-Voting Members Absent:
Cathy Rangel – Student Development Liaison

Others Present:
Jennifer Summerville

Meeting Minutes

Christian called the meeting to order.

New Curricular Proposals

- Communication Field of Study – Gary Hodge / Ceilidh Charleson
  - New Sub-Areas – Fall 2014 – Recommended
    - Journalism / Mass Communication
    - Radio and Television Broadcasting / Broadcast Journalism
- Culinary Arts – Karen Musa
  - Program Revision (AAS) – Fall 2014 – Recommended
  - Course Revision – CHEF 1314 – Fall 2014 – Recommended
  - Course Terminations
    - CHEF 1302, CHEF 2302 – Fall 2019 – Recommended
    - RSTO 1301 – Fall 2014 – Recommended
- Hospitality and Food Service Management – Karen Musa
  - Program Revision (AAS) – Fall 2014 – Recommended
  - Course Termination – RSTO 1380 – Fall 2014 – Recommended
- Pastry Arts – Karen Musa
  - Program Revision (AAS; Certificate) – Fall 2014 – Recommended
  - Course Revision – PSTR 2331 – Fall 2014 – Recommended
  - Course Terminations – PSTR 1391, PSTR 2350 – Fall 2014 – Recommended

Deans' Liaison Report

- Dr. Kihl is putting together a committee of faculty members to look at the AAS General Education Requirement in detail. The intent is to have a formal proposal with an assessment plan ready for CAB in March 2014.
- See Discussion Items below for additional information.

Faculty Council Report

- In Ellen's absence, Christian gave highlights from Ellen's notes of main items under discussion. If there are questions about any of the items, Ellen will give further details at the next CAB meeting. Christian will forward the notes to CAB members.
  - Unpaid leave policy for faculty in cases of prolonged illness.
  - Prioritization of teaching assignments, particularly for Formula Pay classes in Summer.
  - Proposal that members of OAB and CAB be selected by Faculty Council instead of by the Deans.

Communication Advisory Meeting (CAM) Report

- Tom reported on items discussed or under review. CAM minutes will be posted at I:\Curriculum\CAB Members.
  - Dr. Smith reported on the status of SACS.
  - Competency-based learning is under discussion. Two courses are currently under development as a pilot for Spring 2014. Concerns include articulation, evaluation, accrediting agencies.
  - Inconsistencies in the listing and accessing of committee information on the college website are being reviewed.
  - Faculty Search Committee calendar was distributed and information given on the process.
  - Tom Martin discussed statistics and details from the National Community College Benchmark Project.
  - A new survey for completers has been created by the North Texas Community College Consortium (NTCCC) and will be sent to different types of completers and composed of different types of questions.
  - Clarification is needed regarding the relationship between professional travel and TimeClock Plus. Should there be a distinction between leave that requires subs when classes are in session vs leave when classes are not in session? Currently, required to use TimeClock Plus in addition to filling out the leave form, which could involve multiple forms.
  - No smoking on campus policy: E-cigarettes are as much in violation of the policy as using regular tobacco products.
  - Bookstore committee has been formed to look into previous problems of the ordering process.

Discussion Items

- CAB Business
  - Operational Procedures and Guidelines were voted on and approved.
  - September 20 Meeting Minutes were voted on and approved.
  - Members who will be absent are requested to also notify the CAB Chair, as well as the CAB Coordinator.

- Workforce SCANS
  - CAB's request to allow the SCANS codes to be listed as a group separate from the SLOs on the syllabi was denied after the Deans met with the Workforce Council. Therefore, the codes need to remain with the SLOs. CAB will revisit this issue after SACS.
- Core Objectives Linked to SLOs – We have been informed that the THECB is actively reviewing our submitted information to make sure that all requirements have been met and that Core Objectives and SLOs are linked. Also, it will now be "early November" instead of the original "by November 1" before we receive any decision or feedback from the THECB regarding the Core.

FYI Items

- There are now two THECB members who have community college backgrounds: Rex Pebbles and Gary Tomlin.
- TSI Status – It is now at the discretion of the institution as to the number of placement levels to use for entry-level courses. We are now allowed up to three.

Meeting adjourned at 2:50 pm.

COLLIN COLLEGE