**CURRICULUM ADVISORY BOARD**
**November 22, 2013**
**1:30 pm**
**CHEC 135**
**Approved Meeting Minutes**

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

**Voting Members Absent:**
Kerry Byrnes (voting proxy: Ellen), Tom Ottinger (voting proxy: Christian)

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

**Non-Voting Members Absent:**
Cathy Rangel – Student Development Liaison, Kathleen Fenton

**Others Present:**

**Meeting Minutes**

Christian called the meeting to order.

**New Curricular Proposals**

- Dance – Tiffanee Arnold / Courtney Mulcahy
  - New Courses – Fall 2014 – Recommended
    - DANC 1128, DANC 1129, DANC 1305
- Engineering Technology – Jon Hardesty
  - Termination of Engineering Technology Field of Study – Fall 2014 – Recommended
- Health Information Management – Michelle Millen
  - Program Revisions (AAS; Certificate) – Fall 2014 – Recommended
  - New Courses – Fall 2014 – Recommended
    - HITT 1341, HITT 1353, HITT 2435, HITT 2443, HITT 2471
  - Course Revisions – Fall 2014 – Recommended
    - HITT 1345, HITT 2346
  - Course Terminations – Fall 2014 – Recommended
    - HPRS 1271, HPRS 1310, HPRS 2301, HPRS 2321, HITT 1255, HITT 1342, HITT 2343, MDCA 1343, POFM 1300
- Humanities – Rich DeRouen
  - New Course – HUMA 1302 – Fall 2014 – Recommended (Dale abstained from voting)

**Deans' Liaison Report**

- The Workforce General Education Task Force is continuing to review and discuss details involved in determining whether to adopt the AAS General Education Requirement, or to continue using the AAS Core. A formal proposal will be presented to CAB by the end of March 2014. (Christian

reported on information given to him by VPP Brenda Kihl in response to CAB's request of having the process sped up. The response reiterated the March 2014 proposal.)

**Faculty Council Report**

- The meeting was mainly a Question and Answer session presented by the VPP Team.
- Upward evaluation is still under discussion.
- Options for faculty extended leave for illness continues to be reviewed.

**Communication Advisory Meeting (CAM) Report**

- Copies of the meeting minutes were distributed by Frank. Items discussed:
  - Service animals
  - Prerequisites for college-entry courses
  - SACS/QEP update
  - Lab/lecture learning outcomes consistency
  - THECB news
  - Core Curriculum
  - 60-hour degrees
  - Committee reports
  - Multi-year contracts
  - Student evaluation cycle
  - Notification to faculty of student withdrawals/drops

**Discussion Items**

- CAB Business
  - A request has been made to add a non-voting Institutional Research Office Liaison to attend the CAB meetings. David Malone was in attendance and gave an overview of the need for the liaison. Due to a lack of quorum at this point in the meeting, the proposal will be voted on electronically. **(Note: An electronic vote was taken, and the proposal was approved.)** A General Action Form (GAF) will be generated for the formal proposal.
  - November 1 Meeting Minutes were approved via the same electronic vote as noted above.
- Workforce SCANS
  - This item was tabled until the next CAB meeting.
- Fall 2014 Submission of 60-hour Requirement
  - The timeline for this process was reviewed. Jon asked that clarification be given by the next CAB meeting.
- Other Business
  - Possibility of having Dean Abe Johnson attend a future CAB meeting to offer insight and experience of complying with the 60-hour requirement and still ensuring that students receive the necessary skills.

Meeting adjourned at 3:00 pm.

COLLIN COLLEGE