CURRICULUM ADVISORY BOARD
August 21, 2014
10:00 a.m.
CHEC 135
Approved Meeting Minutes

Voting Members Present:
Kristi Clark-Miller – Chair, Ellen Bell, Bob Benavides, Kerry Byrnes, Seema Endley, Tom Ottinger, Barry Piazza, Kelly Putnam, Diane Schull, Dale Walker, David Weiland

Voting Members Absent:
Pete Brierley, Cynthia Gruver

Non-Voting Members Present:
Jon Hardesty – Deans' Liaison, Cathy Rangel – Student Development Liaison, David Malone – Institutional Research Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

Non-Voting Members Absent:

Others Present:
Christian Aars, David Liska, Jennifer Summerville, Laura Welsh

Meeting Minutes

Kristi called the meeting to order.

Introductions were made of all those present.

Orientation / Refresher

- Reminder of Review Process
- Handouts
  - CAB Membership List 2014-2015
  - Collin Process for Curriculum Change
  - CAB Member Duties
  - Information for Faculty Council Representative and Communication Advisory Meeting Representative: Duties, Meeting Dates
- Vickie Stone, Coordinator of Curriculum
  - CougarWeb Intranet Website Tutorial
    - Curriculum Office
      - Curriculum Development
        - The Course Enrollment History document is beneficial for determining how many students have taken a particular course
      - Curriculum Resources
        - WECM and the ACGM have contact hours and credit hours alignment. It is good to take the time to research proposed courses (new and revised) to ensure the proposal is meeting these restrictions.
      - All CAB forms are available for download from the Curriculum Intranet site. It is probably best to direct faculty to either Karen or Vickie when a proposal is considered.
      - ACGM – Academic Course Guide Manual is a listing of academic/transfer courses
      - WECM – Workforce Education Course Manual is a listing of Workforce courses.

New Curricular Proposals (attached)

- Engineering Technologies – Dave Galley
  - Computer-Aided Drafting and Design
    - Program Revisions – Fall 2015 – Recommended
      - AAS – Computer-Aided Drafting and Design

        - Certificate – Computer-Aided Drafting and Design
        - Certificate – Mechanical Computer-Aided Drafting and Design
        - MSAA – AutoCAD
    - New Course – Fall 2015 – Recommended
        - DFTG 2432
    - Course Terminations – Fall 2015 – Recommended
        - DFTG 2332, DFTG 2336
- Electronic Engineering Technology
    - Program Revisions – Fall 2015 – Recommended
        - AAS – Electronic Engineering Technology
- Information Systems Cybersecurity
    - Program Revisions – Fall 2015 – Recommended
        - AAS – Information Systems Cybersecurity

Deans' Liaison Report
No Report

Faculty Council Report
No Report

Communication Advisory Meeting (CAM) Report
No Report. The group is meeting this afternoon.

Discussion Items

- Summer Electronic Meetings – Status of Recommendations
    - Approved – Surgical Technology
    - Pending – Developmental Education; Music
- CAB Membership Subcommittee Report – Christian sent out the subcommittee report, and it is now on the I:drive at *I:\Curriculum\CAB Members\2014-15*. Schedule for implementation is proposed for next Fall. Members were asked to review the report for discussion at the next meeting.
- Course Substitution (Policy) – There is possible need for a policy to be developed. Further discussion at the next meeting.
- General Education Core Additional Courses – Reminder that additions to Core offerings must be submitted by the second meeting in October.

CAB Business

- Alternate Chair – Motion and vote to approve Kerry Byrnes as Alternate Chair.
- Faculty Council Representative – Motion and vote to approve Ellen Bell and Kerry Byrnes (on rotation) as Faculty Council Reps.
- Communication Advisory Meeting (CAM) Representative – Motion and vote to approve Tom Ottinger and Diane Schull (on rotation) as CAM Reps.
- Other Business
    - Membership List – Corrections noted
    - Acknowledgement and recognition were given to the Membership Subcommittee members.

Meeting adjourned at 11:55 a.m.

COLLIN COLLEGE