CURRICULUM ADVISORY BOARD
September 23, 2016
1:30 pm
CHEC 114
Approved Meeting Minutes

Voting Members Present:
Kerry Byrnes-Loinette – Chair, Pete Brierley, Loyd Campbell, Will Geisler, Sean Geraghty, Cynthia Gruver, Gwen Miller, Chris Morgan, Tom Ottinger, Barry Piazza, Traci Ramsey, Charles Ring, Michael Rose, Diane Schull, Greg Sherman

Voting Members Absent:
Rodney Boyd (Sean Geraghty, proxy), Kristi Clark-Miller (Kerry Byrnes-Loinette, proxy), Pam Sawyer, David Weiland

Non-Voting Members Present:
David Malone – Institutional Research Liaison, Lily Quezada – Student Development Liaison, Kathleen Fenton, Karen Murph, Indalita Holt

Non-Voting Members Absent:
Brenda Carter – Deans' Liaison, Gaye Cooksey – Deans' Liaison

Others Present:
Todd Fields

Kerry called the meeting to order at 1:40. The meeting was opened with a discussion about the HVAC proposal and a review of questions or concerns the group had.

New Curricular Proposals

- **HVAC (Heating, Ventilation, Air Conditioning)**
  - New Program
    - AAS – HVAC (Heating, Ventilation, Air Conditioning)
    - Certificate – Level I – HVAC (Heating, Ventilation, Air Conditioning)
    - Certificate – Level II – HVAC (Heating, Ventilation, Air Conditioning)
    - New Courses
      - HART 1256, HART 1301, HART 1307, HART 1403, HART 1441, HART 1445, HART 2268, HART 2345, HART 2431, HART 2436, HART 2438, HART 2442, HART 2449
    - Recommended with contingencies – Fall 2017
      - Hire a content expert who needs to review all materials, including:
        - Course prerequisites (keeping in mind that prerequisites may influence the course sequence and overall program outline or degree plan).
        - Level II Certificate – examine the Math component as a potential barrier to completion; and if needed, which course(s) (or options) is appropriate.
        - Review the entire New Program documentation using the GIPWE New Program criteria listing in Chapter 5, pages 35-37 vs. the certification statement used by Joe Butler.

- Gather advisory committee input for the development and approval of program outcomes for the Level I Certificate, the Level II Certificate, and the AAS.
- Address feasibility and potential negative impact of proposed evening cohort schedule as it would require four work nights a week of classes for the 1-year certificates and the 2-year degree. CAB believes this is not tenable for more than a semester, and retention and completion rates would reflect this burden on working students.
- The curriculum map is missing courses for three skills (inverter, boilers, and refrigeration flow). CAB suggested either map them or remove these skills.

Deans' Liaison Report

- Unable to be present, Dean Carter sent a message reviewing the process for curriculum changes. The process will start with the Academic or Workforce Dean, then the Discipline Lead, and then proceed to the District Discipline Dean.

Faculty Council Report

- Gwen reported that the following topics were discussed:
  - Timeclock Plus
  - Compensation
  - Concealed Carry
  - Faculty Hiring Grid
  - Updates to Computer Labs

Discussion Items - None

CAB Business

- Status of CAB Recommendations
  - Photography – Approved
  - Computer Systems – Approved
  - New Program Criteria – Kerry asked that everyone review the amended template that was handed out. The group then voted to approve the use of this template.
- Membership
  - It was noted that the new members were introduced at the last meeting.
  - The Operational Procedures and Guidelines will need to be amended to include the additional Deans' Liaison position.
  - An analysis of Collin faculty members done by Kristi Clark-Miller was handed out for consideration and will be discussed at a future meeting.
- September 9 Meeting Minutes were approved.
- Other Business – The meeting on October 7 was canceled.

The meeting was adjourned at 2:48.

The next meeting will be October 21.

COLLIN COLLEGE