CURRICULUM ADVISORY BOARD
November 4, 2016
1:30 pm
CHEC 107
Approved Meeting Minutes

Voting Members Present:
Kerry Byrnes-Loinette – Chair, Rodney Boyd, Pete Brierley, Loyd Campbell, Kristi Clark-Miller, Will Geisler. Sean Geraghty, Cynthia Gruver, Chris Morgan, Tom Ottinger, Barry Piazza, Charles Ring, Diane Schull, Greg Sherman, David Weiland

Voting Members Absent:
Gwen Miller (Will Geisler, proxy), Traci Ramsey (Kerry Byrnes-Loinette, Proxy), Pam Sawyer (Kerry Byrnes-Loinette, Proxy), Michael Rose (Will Geisler, proxy)

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

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

Kerry called the meeting to order at 1:30.

New Curricular Proposals

- Office Systems Technology – Linda Thompson
  - Department/Program (AAS; certificate) Name Change – Fall 2017 – Recommended
    - Name change from *Office Systems Technology* to *Business Office Support Systems*. Students look for business courses, and this change would make them more visible. DCCCD made this change a few years ago to reflect field terms, and the Advisory Committee recommended the change. In addition, she said the acronym of BOSS would be appropriate.
- Environmental Science – Wendy Gunderson
  - Course Revisions – Fall 2017 – Recommended
    - ENVR 1402 – Change in learning outcomes to align with what is current within the field. There was a suggestion to remove the wording "Expanding upon ENVR 1401".

Deans' Liaison Report – In the absence of the Deans' Liaisons, Wendy Gunderson gave a brief report. She said that CAB should expect many proposals for new programs. Also there is a plan to standardize instructor syllabi with a fillable document.

Faculty Council Report – No report

CAB Business

- Status of CAB Recommendations
  - Welding has resolved the contingencies and has moved forward to Instructional Leadership for approval.

    - HVAC is still working on the contingencies.
- New Program Criteria
    - Kerry met with Brenda Kihl and received positive feedback on the criteria checklist. Brenda asked that CAB focus on the curricular items on the list.
- Program Outcomes
    - Kathleen explained Nesting Awards or Stackable Credentials. Some divisions have multiple certificates that build toward the degree or certifications. She explained that although outcomes could be specific to a certain award, nested credentials shared outcomes. Faculty can look at the Program Outcomes and Course Alignment (POCA) form to determine the shared coursework and outcomes. The POCA form will be revised to reflect these relationships.
- Membership
    - Kristi reviewed the document that was handed out a few weeks ago. She had taken lists of all full-time faculty along with their new discipline areas and used this to analyze the membership to be certain all areas had representation on CAB.
- October 21 Meeting Minutes were approved.
- Faculty Development Conference in January
    - Kerry suggested that the CAB session review the manual for new program development along with the checklist.
    - A suggestion was made to use a panel format rather than a speaker format.
    - Tom was asked to cover Core Review.

The meeting adjourned at 2:15.

The next meeting will be November 18.

COLLIN COLLEGE