

## CURRICULUM ADVISORY BOARD

February 9, 2018

1:30 pm

CHEC 220

### Approved Meeting Minutes

#### Voting Members Present

Cynthia Gruver – Chair, Rodney Boyd, Catie Brooks, Loyd Campbell, Kathy Fant, Sean Geraghty, Kerry Byrnes-Loinette, Gwen Miller, Tom Ottinger, Barry Piazza, Kelly Putnam, Charles Ring, Michael Rose, Greg Sherman

#### Voting Members Absent

Will Geisler (Michael Rose, proxy), Mark Popowski (Charles Ring, proxy), Clair Robertson, Pam Sawyer (Kerry Byrnes-Loinette, proxy), Diane Schull (Tom Ottinger, proxy)

#### Non-Voting Members Present

Brenda Carter – Deans' Liaison, Gaye Cooksey – Deans' Liaison, Gloria Hurtado – Institutional Research Liaison, Cindy Pokrywa – Student Enrollment Services Liaison, Don Weasenforth / Jamie Mills – Academic Partnerships Liaisons, Karen Murph, Indalita Holt

#### Non-Voting Members Absent

Kathleen Fenton

#### Others Present

Ann Blackman, Todd Fields, Tina Jackson, David Liska, David Malone, Lily Quezada

Traci called the meeting to order at 1:30 pm. She announced that she has accepted a new position as Interim Associate Dean. Cindy Gruver, current Chair-Elect, will assume duties as Chair. Cindy presented Traci with a certificate of appreciation for her years of service to the CAB.

#### New Curricular Proposals

- Chemistry – Sudha Madhugiri / Christian Madu
  - New Course – CHEM 1409 General Chemistry for Engineering Majors
    - This course is part of the new Engineering Fields of Study
    - It will not affect enrollment in CHEM 1411 and CHEM 1412, as this was not needed for the Civil and Mechanical engineering FOS previously.
    - This course will not be part of the General Education Core.
    - Recommended – Fall 2018
- Computer Science – Tebring Daly / Mike Coffman
  - New Course – COSC 1420 C Programming
    - This course is part of the new Engineering Fields of Study
  - Course Revision – COSC 1420 added as a prerequisite option for COSC 1437
  - Recommended – Fall 2018
- Engineering – Tripat Baweja / Mike Coffman
  - The State of Texas has replaced the current Field of Study with separate specific Fields of Study
    - Civil Engineering
    - Electrical Engineering
    - Mechanical Engineering
    - See Chemistry and Computer Science above for details of two new courses.
  - Course Revisions
    - ENGR 2301 – MATH 2414 now a prerequisite in place of prerequisite/concurrent
    - ENGR 2305 – ENGR 2105 removed as a corequisite



- ENGR 2332 – ENGR 2301 now a prerequisite in place of prerequisite/concurrent
  - Program Termination – current Engineering Field of Study
  - Recommended – Fall 2018
- Academic Certificates to be Awarded
  - Civil Engineering
  - Electrical Engineering
  - Mechanical Engineering
  - Recommended – Fall 2018

#### **Informational Report**

- Cindy presented the Informational Report previously sent to members.
  - Child Development / Early Childhood
  - Diagnostic Medical Sonography
  - Paralegal / Legal Assistant
  - Polysomnographic Technology
- Approved as presented.

**Deans' Liaison Report** – There will be information at the next meeting regarding scheduling.

#### **Faculty Council Report**

- Dr. Matkin attended the last meeting. The difficulty with the Concur system was discussed, and Dr. Matkin said they would look into having a Travel Agent on campus.
- Discussion of putting Student Evaluations online
- Discussion of streamlining some processes

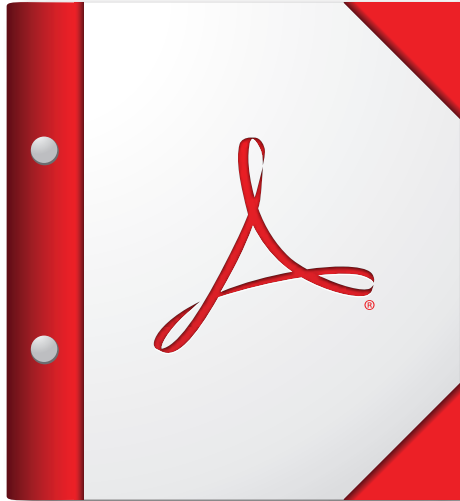
#### **CAB Business**

- Status of CAB Recommendations – All proposals have been approved.
- CAB voted to accept the CORE Review questionnaire as presented.
- January 10 Meeting Minutes – Approved as presented.

Meeting adjourned at 2:30 pm.

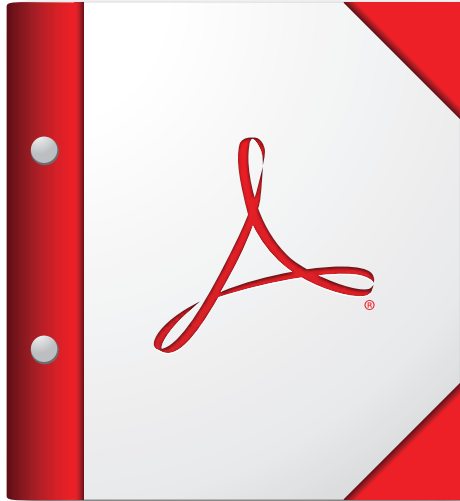
Next meeting – March 2





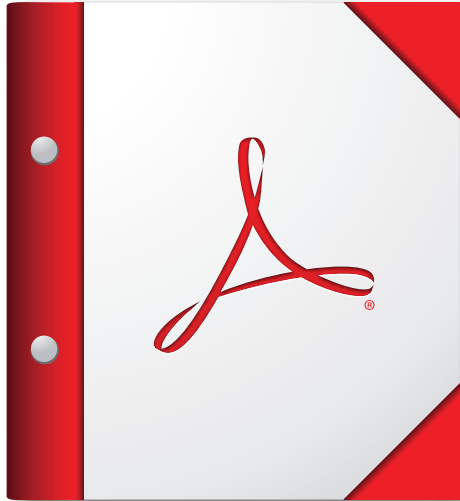
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### Informational Report

Discipline Making Request	Action	Justification	Move to CAB Agenda for Discussion (X)
Polysomnographic Technology	<p><b>AAS - Polysomnographic Technology</b></p> <p>Removed MATH 1314</p> <p>Added new course PSGT 2374 (Clinical Sleep Education)</p> <p><b>Certificate Level 1 - Polysomnographic Technology</b></p> <p>Added a third semester</p> <p>Removed PSGT 1573; added PSGT 1310 and RSPT 1207</p> <p><b>Course Revisions</b></p> <p>PSGT 1310 - Removed lab hour</p> <p>PSGT 2272 - Decreased lab hours from 4 to 3</p>	<p>BIOL 2404 meets the Natural Sciences / Mathematics general education requirement. Math content that is required for this profession is taught within other program courses; therefore, an additional Math course is not necessary.</p> <p>To support the new Certification in Clinical Sleep Health (CCSH) credential in the field of polysomnography. This credential requires an Associate degree to sit for, and we currently do not have a course in the curriculum to support the new credential.</p> <p>The Certificate students were struggling with the Exam Preparation course because they were taking courses concurrently that they needed information from to be successful in the Exam Prep course. Therefore, the Exam Prep course (PSGT 2272) will be moved from the second semester to a Summer semester by itself after the students have had a chance to learn the content necessary for credentialing exam success.</p> <p>PSGT 1573 is a combination of PSGT 1310 and RSPT 1207. Because these two courses are already in the AAS, the students who want to continue from the certificate to the AAS will have easier transferability.</p> <p>Not needed for this course</p> <p>The lab is used for taking practice credentialing exams. Effective September 1, the credentialing organization has reduced the exam sit time from 4 hours to 3 hours; therefore, the longer lab duration is no longer needed.</p>	
Paralegal / Legal Assistant	<p><b>Program Revisions: AAS - Paralegal / Legal Assistant; Certificate Level 2 - Paralegal / Legal Assistant</b></p> <p>Added new course LGLA 1345 (Civil Litigation) as a required course; removed LGLA 1342 (Federal Civil Litigation) and LGLA 1344 (Texas Civil Litigation)</p> <p>Added a new local need course, LGLA 1370 (Introduction to Legal Conventions), as a required course in the AAS and the Certificate</p> <p>Moved LGLA 2333 (Advanced Legal Document Preparation) from elective option to required course for the AAS; it is already required for the Certificate</p>	<p>The Paralegal Advisory Committee has approved all of these curricular changes. No other program requires these courses or has these courses as electives.</p> <p>The vast majority of Texas paralegal programs require only a single course in litigation that covers both federal and state litigation. This change will bring Collin into the "mainstream" approach for litigation. LGLA 1344 will continue to be offered as an elective option. This change would apply to both the Certificate and the AAS. The new course will be taught by Cody Towns, an Associate Professor who currently teaches both LGLA 1342 and LGLA 1344.</p> <p>This new course is in response to feedback from the Advisory Committee that some of our graduates lack the necessary technical writing skills. While we already offer LGLA 1305 (Legal Writing), we think that another course devoted to the technical aspects of legal writing would enable us to assist students in overcoming this hurdle.</p> <p>This course teaches students how to properly format legal documents and is a very practical course that contributes to students' immediate employability. Because the course is offered on-line, the vast majority of AAS students are already taking the course as an elective. With this course now a requirement, one of the three elective requirements will be removed from the AAS, dropping that number to two.</p>	

<p>Diagnostic Medical Sonography</p>	<p><b>Program Revisions: AAS - Diagnostic Medical Sonography</b></p> <p>Six (6) courses were moved to strengthen the coherency of the program and recognize prerequisites to enable students waiting for program admission to complete the prerequisites prior to admission.</p> <p>Seven (7) courses were terminated (DSVT 1303 Introduction to Vascular Technology; DMSO 1242 Intermediate Ultrasound Physics; DMSO 1251 Sonographic Sectional Anatomy; DMSO 2254 Neurosonology, DMSO 1360 Clinical I; DMSO 2362 Clinical II; and DMSO 2363 Clinical III) to accommodate new courses.</p> <p>Five (5) practicum courses were added in lieu of the clinicals (DMSO 1266 Practicum 1; DMSO 1166 Practicum 2; DMSO 1366 Practicum 3; DMSO 2367 Practicum 4; and DMSO 2267 Practicum 5), and four (4) technical courses were added to strengthen the program-level student learning outcomes (DMSO 1355 Sonographic Pathophysiology; DSVT 1300 Principles of Vascular Technology; DMSO 2243 Advanced Ultrasound Physics; and DSVT 2200 Vascular Technology Applications).</p>	<p>The newly hired Program Director, Megan Chambers, reviewed the proposed curriculum, whose content and sequence had been initially guided by input from a national consultant. The substantial sequence and course changes she recommends are designed to achieve strengthened program-level student learning outcomes.</p>	
<p><a href="#">Early Childhood Educator</a><del>Child Development</del> Termination: Child Development / Early Childhood</p>	<p><b>Program Revisions</b></p> <p>These two separate programs are being consolidated into one.</p> <p><b>Title changes:</b></p> <p>AAS - <a href="#">Early Childhood Educator (0-8 Years)</a><del>Child Development</del></p> <p>Certificate Level 1 - <a href="#">Early Childhood Educator(0-8 Years)</a></p> <p>Certificate Level 1 - <a href="#">Child Development Associate (CDA)</a></p> <p>OSA - <a href="#">Child Development Associate Training (CDA)</a></p> <p>OSA - <a href="#">Administration of Programs for Children (0-8 Years)</a></p>	<p>A review showed that there was too little differentiation between awards. The AAS will be renamed Early Childhood Educator to align with industry nomenclature and will now have three elective coursework foci: Administration, Educator, and CDA Training. Four Level 1 certificates and their courses have been consolidated into two Level 1 certificates. Two Occupational Skills Awards (OSAs) now stack within the two Level 1 certificates. Two courses from the previous Early Childhood certificates (CDEC 1321 The Infant and Toddler, and CDEC 2304 Child Abuse and Neglect), were integrated into the degree and Early Childhood Educator certificate. In addition, CDEC 2371 (Using Technology in the Classroom) was added to the Early Childhood Educator certificate; previously it was only in the Child Development degree. A third elective was added to the degree in order to enable students to complete the three-course sequence for Child Development Associate Training; the three-course sequence for the Early Childhood Administrator; or three-course sequence focused on classroom instruction for the Early Childhood Educator.</p>	