CURRICULUM ADVISORY BOARD
November 3, 2017
1:30 pm
CHEC 222
Approved Meeting Minutes

Voting Members Present
Traci Ramsey – Chair, Rodney Boyd, Catie Brooks, Kathy Fant, Sean Geraghty, Cynthia Gruver, Gwen Miller, Tom Ottinger, Barry Piazza, Mark Popowski, Charles Ring, Michael Rose, Greg Sherman

Voting Members Absent
Loyd Campbell, Will Geisler (Michael Rose, proxy), Kerry Byrnes-Loinette (Gwen Miller, proxy), Clair Robertson, Pam Sawyer (Sean Geraghty, proxy), Diane Schull (Tom Ottinger, proxy)

Non-Voting Members Present
Brenda Carter – Deans' Liaison, Gloria Hurtado – Institutional Research Liaison, Lily Quezada – Student Development Liaison, Karen Murph, Villa Vance, Indalita Holt

Non-Voting Members Absent
Gaye Cooksey – Deans' Liaison, Kathleen Fenton

Others Present
David Malone

Traci called the meeting to order at 1:30 PM.

Presentation

- Jon Hardesty, VP Provost – General Education Core
  - Dr. Hardesty spoke about the General Ed Steering Committee which will be directly responsible for the Core. He said there needed to be a rationale for adding courses to the Core, and the committee would like a more formalized way of getting that information. He said he understood that when a course has been proposed to CAB, questions regarding rationale have been asked, but there should be a way to capture that information and pass it along with the CAB recommendation.
    He proposed a questionnaire with questions which would follow the CAB recommendation throughout the approval process.
    In addition, he wanted the Core Curriculum Review forms to demonstrate how the learning activities are aligned with the COAT rubrics assessing the Core objective(s).
  - The proposed questionnaire has been placed in the CAB Members folder to be reviewed and discussed prior to a vote at the next meeting.

New Curricular Proposals

- Surgical Technology – Donna Smith / Jeanne Glapion / Gary Hodge
  - New Surgical Assisting Advanced Technical Certificate (ATC)
    - Certified Surgical Technologists with two years' experience are eligible for career advancement by becoming Certified Surgical Assistants. The proposed Advanced

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Technical Certificate (ATC) will prepare a student for Surgical Assisting Certification. Currently, students need to travel out of state for such a program. Therefore, the Surgical Technology program is proposing to add this ATC to Collin's offerings, becoming the first in Texas. Students who are accepted will proceed through the program together as a cohort. There will be a limit of 15 students per cohort. Because this is the first surgical assisting program in Texas, there were no available WECM courses. Therefore, the ATC coursework was developed as thirteen Local Need courses, following the advice of the THECB.

- New Courses (13)
  - CSFA 1371 Fundamentals and Surgical Safety
  - CSFA 2371 Surgical Procedures
  - CSFA 2472 Suturing, Knot Tying, Hemostasis, and Wound Healing
  - CSFA 1172 Pharmacology & Anesthesia
  - CSFA 1173 Principles of Surgical Assisting Lab I
  - CSFA 1175 Perioperative Microbiology & Bioscience
  - CSFA 2372 Operative Anatomy & Pathophysiology I
  - CSFA 2473 Surgical Assisting Clinical I
  - CSFA 1176 Complications in Surgery
  - CSFA 2171 Role Definition, Ethical, Legal & Moral Responsibilities
  - CSFA 2173 Principles of Surgical Assisting Lab II
  - CSFA 2373 Operative Anatomy & Pathophysiology II
  - CSFA 2474 Surgical Assisting Clinical II (Capstone)
- Proposal recommended – Fall 2018

Deans' Liaison Report

- For Fall 2018, the tuition payment deadline will be moved from August 1 to July 18. The Spring dates are currently under consideration.

Faculty Council Report

- The council honored new members and asked that any questions be directed to the new address, FC@collin.edu.

CAB Business

- Status of CAB Recommendations – All have been approved.
- Membership / Operational Procedures and Guidelines
  - The biggest change is on page two. It is proposed that membership be as follows:
    - One representative from each Associate Dean. As new campuses are added, there will be additional Associate Deans, and CAB membership will grow.
    - One representative from the group of Discipline Directors
    - One representative from Developmental Education
  - The changes were approved.
- September 22 Meeting Minutes – Approved with no changes
- Other Business
  - There was a question about how to know if a program is entirely or mostly available online. Since programs are recommended by CAB without regard to modality, which is determined by term schedules, CAB and the Curriculum Office do not monitor the extent to which any

given program is available online. Deans control modality of course delivery, which varies by term and faculty availability.

- After discussion, it was determined that CAB recommends a program, regardless of modality. Also, Ann Blackman explained that Mark Garcia's office is now responsible for tracking and reporting the online offerings.

The meeting adjourned at 3:00.

Next Meeting – November 17

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