CURRICULUM ADVISORY BOARD
December 8, 2017
1:30 pm
CHEC 222
Approved Meeting Minutes

Voting Members Present:
Traci Ramsey – Chair, Rodney Boyd, Catie Brooks, Loyd Campbell, Kathy Fant, Will Geisler, Cynthia Gruver, Kerry Byrnes-Loinette, Gwen Miller, Barry Piazza, Mark Popowski, Charles Ring, Clair Robertson, Pam Sawyer, Greg Sherman

Voting Members Absent:
Sean Geraghty (Rodney Boyd, proxy), Tom Ottinger (Traci Ramsey, proxy), Michael Rose (Will Geisler, proxy), Diane Schull

Non-Voting Members Present:
Gaye Cooksey – Deans' Liaison, Gloria Hurtado – Institutional Research Liaison, Lily Quezada – Student Development Liaison, Kathleen Fenton, Karen Murph, Indalita Holt

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

Others Present:
De'Aira Holloway, Todd Fields, Ann Blackman

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

Deans' Liaison Report – No Report

Faculty Council Report

- There was a proposal for faculty serving on committees that membership be determined by Faculty Council (FC) rather than as currently done. This did not receive widespread FC support.
- There was concern about the difficulty of using Concur, and there was a proposal to have a travel agent rather than Concur.
- There was a proposal to have more Associate Faculty representation on Faculty Council.
- The current program TurnItIn is very expensive, and the college is previewing a new package called Verisite. This program should be available the first of the spring semester, and Faculty is encouraged to try it out. For 10 months the programs will run concurrently. If the administration does not receive negative feedback, this package will replace TurnItIn in Fall 2018.

Informational Report

- Physical Education
  - A new course, Sports Officiating, will allow students to earn money as they get their degree, by officiating at youth sports. Other new courses will add variety to current offerings and allow transfer students to maximize their course offerings. These courses align with University programs at our top transfer institutions.
  - Course number changes allow differentiation between beginning and intermediate courses.
  - Course title changes are due to the addition of intermediate level courses.

New Curricular Proposals

- The proposals are a joint venture between Computer Systems and Health Information Management (HIM). The health field is data driven and students need to add data analysis and

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reporting skills to their portfolio as they advance in an HIM career. The proposed Computer Applications for Data Forensics and Informatics certificate in Computer Systems would allow students to get these skills as an add-on to their HIM degree. In addition, HIM has developed a Health Information Foundations for Data Forensics and Informatics certificate for IT students who seek to work in a health setting such as a hospital or large clinic. This is a pilot of a meta skill certificate (in this case, Data Informatics) and a disciplinary foundation certificate that could offer the same kinds of skills as add-ons to other programs.

- Computer Systems – Ann Cervantez
  - New Certificate
    - Certificate Level 2 – Computer Applications for Data Forensics and Informatics
  - New Course
    - ITSW 2371 Portfolio Development **(re-numbered to 2472 per discussion with Discipline Lead after CAB meeting)**
  - Program Revision (AAS)
    - Information System Track / Database Development Track
      - Addition of ITSW 2371 as option for Capstone **(re-numbered to 2472 as stated above)**
- Health Information Management – Michelle Millen
  - New Certificate
    - Certificate Level 2 - Health Information Foundations for Data Forensics and Informatics
  - New Course
    - HITT 2371 Portfolio Development **(re-numbered to 2472 per discussion with Discipline Lead after CAB meeting)**
  - Program Revision (AAS)
    - Health Information Management
      - Addition of HITT 2371 as option for Capstone **(re-numbered to 2472 as stated above)**
- All were recommended – Fall 2018

Presentation – Lily Quezada gave an overview of CougarCompass. This is a degree audit tool available to students and faculty that will allow them to evaluate degree progress in a simple and visual format.

CAB Business

- Status of CAB Recommendations – All proposals have been approved.
- Core Review Committee Document – List of questions was presented for CAB's consideration for when a new core course is proposed. This document was approved.
- November 3 Meeting Minutes were approved.
- Other Business
  - September 30 and February 28 will be hard deadlines for curricular changes to make the Spring and Fall catalogs. Hard deadlines are required due to all the steps required to make the changes in the institutional system, including Banner, the Degree Audit, Advising, and Institutional Reporting.

Meeting adjourned at 3:15 pm

Next Meeting – January 10

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