CURRICULUM ADVISORY BOARD
March 1, 2019
1:30 pm
CHEC 225
Approved Meeting Minutes

Voting Members Present
Cynthia Gruver – Chair, Rodney Boyd, Jillian DeShazo, Sean Geraghty, Tony Howard, Linda Kapocsi, Kim Lower, Gwen Miller, Tom Ottinger, Barry Piazza, Mark Popowski, Charles Ring, Clair Robertson, Michael Rose, Diane Schull, Greg Sherman, Donna Smith

Voting Members Absent
Catie Brooks (Gwen Miller, proxy), Kathy Fant, Kerry Loinette (sabbatical)

Non-Voting Members Present
Brenda Carter – Deans' Liaison, Gloria Hurtado – Institutional Research Liaison, Cindy Pokrywa – Student Enrollment Services Liaison, Diana Hopes, Karen Murph, Marisela Lopez

Non-Voting Members Absent
Karen Musa – Deans' Liaison, Jamie Mills – Academic Partnerships Liaison, Cameron Neal – Academic Partnerships Liaison

Others Present
Francis Choy, Todd Fields, De'Aira Holloway, David Liska, David Malone, Susan Miller, Lily Quezada

Cindy called the meeting to order at 1:38 p.m.

New Curricular Proposals

- Biology – David McCulloch
  - Course Revision
    - BIOL 2401 Anatomy and Physiology I
    - The prerequisite of BIOL 1406 is acting as a hidden course requirement and putting students over the degree maximum of 60 hours. Therefore, the prerequisite is being modified. Currently, students have the option of taking a college level course readiness test; however, it will be replaced by a new high school level assessment test. Beginning Fall 2020, BIOL 1406 will be removed, and only the assessment test will remain as the prerequisite. It is not yet known how students will do, but currently, 33% is the average passing rate on the readiness test. It is thought that eliminating the course prerequisite and having a test would let faculty know if a student is ready. Time is needed to determine if this is going to work, so it is being grandfathered in to see what the effects will be. The committee is currently discussing what the follow-up plan will be if this does not work. This will be monitored to see what the pass rate is and what needs to be done in the next year to correct it.
    - The vote was taken as follows: 11 yays, 3 nays, 4 abstentions. It was initially determined that quorum had not been met, and the proposal was tabled, with a suggestion that the presenters come back to the next meeting to present again. However, upon further investigation and discussion following the meeting, it was verified that quorum had been met after all and that the proposal had passed.
- Psychology – Matt Diggs / Joshua Arduengo
  - New Courses
    - PSYC 2317 Statistical Methods in Psychology
    - PSYC 2320 Abnormal Psychology
    - PSYC 2330 Biological Psychology

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        * The state recently approved a new Field of Study in Psychology, along with three new courses. These courses will not be offered in Fall because the program review has to be established and discussed with the Psychology faculty. Ideally, this will set the stage to have a Field of Study package.
        * Recommended Spring 2019
- Health Information Management – Michelle Millen
    - Program Revision
        * AAS - Health Information Management
        * Certificate Level 2 - Health Information Foundations for Data Forensics and Informatics
        * Certificate Level 1 - Medical Coding and Billing
    - New Course
        * HITT 2272 Portfolio Development
    - Course Revisions
        * HITT 1301 Health Data Content and Structure
        * HITT 1311 Health Information Systems
        * HITT 1353 Legal and Ethical Aspects of Health Information
        * HITT 2339 Health Information Organization and Supervision
        * HITT 2346 Advanced Medical Coding
        * HITT 2361 Clinical - Health Information / Medical Records Technology / Technician
        * HITT 2443 Quality Assessment and Performance Improvement
        * HITT 2435 Coding and Reimbursement Methodologies
    - Course Terminations
        * HITT 2472 Portfolio Development (4 credit hours)
        * HITT 1341 Coding and Classification Systems
        * HITT 2249 RHIT Competency Review
        * The overall reason behind the changes is that in order to be valuable in Health Information Management (HIM), there is a need to understand how to manage information. Since the new curriculum will be mandated for programs in 2021, the HIM faculty is trying to get a head start. Students will need to have a larger understanding of information systems and applications. They also need to understand content and what to do with the content. HIM was classified as an industry that is susceptible to hybridization, so students have to understand content such as privacy, security, and reimbursement, but also need to understand how to get at that information.
        * Recommended Fall 2019
- Computer Systems – Bob Benavides
    - Program Revision
        * AAS - Computer Support Track
        * The advisory board wants the Computer System program to focus on skills that get students employed, so a programming class is being exchanged for a windows class in the PC Track. Therefore, COSC 1315, Intro to Java Programming will be replaced by ITMT 1371, Configuring and Supporting Microsoft Windows 10, which is not just a theory class but also hands-on.
        * Recommended Fall 2019
- Computer Science – Tebring Daly
    - Program Revision
        * Computer Science FOS / AS
    - New Course
        * COSC 1336 Programming Fundamentals I
    - Course Revisions
        * COSC 1437 Programming Fundamentals II
        * COSC 2436 Programming Fundamentals III
        * COSC 2325 Computer Organization

- Course Terminations
  * COSC 1337 Programming Fundamentals II (Java)
  * COSC 1436 Programming Fundamentals I (C++)
  * COSC 2336 Programming Fundamentals III (C++)
  * The Java and C++ two tracks created confusion for students. The way the tracks were structured was confusing, especially in the case where there is a class that is a two hour credit in one track, but a three hour course in the other track. Another problem is that sometimes students want to take both classes, but are not allowed by the ACGM. COSC 1436 is being replaced with COSC 1336 and will change from 4 lecture hours to 3 lecture hours and 1 lab hour. There currently is not a lab hour on the course, but we have determined one is needed. By removing the specific course titles and making them more generic and having only one option for the course credit hours, the confusion will be eliminated.
  * Recommended Fall 2019

♦ Expedited Proposal
- EDUC 2301 Introduction to Special Populations
  * To bring the course into alignment with the ACGM, EDUC 1301 is being added as a prerequisite. The TSI standard for INRW 0315 or equivalent is being removed, as it is already the EDUC 1301 prerequisite and would be redundant.
  * Recommended Fall 2019

♦ **Deans' Liaison Report**
- Items Discussed
  * Responsibilities for Deans and Associate Deans being consistent with workloads
  * Articulation agreement process
  * Naming of campuses and Banner's ability to hold so many characters
  * Management system to be recommended by the Deans that would allow faculty to upload their syllabi
  * Full-time faculty survey asking which campus they would like work at
  * Dr. Bill King, the new VPP of the Tech Center
  * Timeline for hiring administrators and staff for the Tech Center and Wylie Campus

♦ **Faculty Council Report** – There was a discussion about classroom visits that the faculty council is working on developing. It will be set up so that full-time faculty could visit other full-time faculty's classrooms to help with learning and pedagogy, etc.

Discussion Items

♦ Summer 2019 Meetings – It is not known yet if summer meetings will be needed, but dates will be scheduled in case some curricular changes will be required. A doodle poll of possible dates will be sent out for members to pick which dates would work best.

CAB Business

♦ Status of CAB Recommendations – Senior Leadership has not yet met so there are no updates available at this time.
♦ February 1 Meeting Minutes – Approved
♦ Other Business – The Marketable Skills subcommittee has received a doodle poll request to vote on dates. If interested, please contact Karen, Diana, Mari, or Cindy to get a doodle poll link. Committee members are encouraged to consider being on the subcommittee. The goal is to put through at least five programs for Marketable Skills.

Next Meeting – April 5

Meeting adjourned at 3:00 p.m.

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