CURRICULUM ADVISORY BOARD
February 28, 2020
1:30 pm
CHEC 200
Approved Meeting Minutes

Voting Members Present
Gwen Miller – Chair, Sean Geraghty – Chair Elect, Jillian DeShazo, Kathy Fant, Cynthia Gruver, Joan Hunsaker, Kim Lower, Paul Manganelli, Tom Ottinger, Barry Piazza, Clair Robertson, Donna Smith

Voting Members Absent
Adrienne Caughfield (Clair Robertson, proxy), Tony Howard (Sean Geraghty, proxy), Linda Kapocsi (Gwen Miller, proxy), Mark Popowski (Gwen Miller, proxy), Charles Ring (Sean Geraghty, proxy), Steve Rizzo (Gwen Miller, proxy), Michael Rose (Jillian DeShazo, proxy)

Non-Voting Members Present
Brenda Carter – Deans' Liaison, Gloria Hurtado-Diaz – Institutional Research Liaison, Cameron Neal – Academic Partnerships Liaison, Diana Hopes, Karen Murph, Marisela Lopez

Non-Voting Members Absent
Karen Musa – Deans' Liaison, Jaime Mills – Academic Partnerships Liaison, Lacy Castleman

Others Present
Francis Choy, Heather Darrow, Garry Evans, Todd Fields, De'Aira Holloway, David Liska, David Malone, Lily Quezada

Gwen called the meeting to order at 1:34 p.m.

New Curricular Proposals

- **Computer Networking – Cope Crisson, Jeff Fant, Kathy Fant, Jeremy Prince**
  - Program Revisions
    - Computer Networking - Infrastructure Track
      - AAS - Infrastructure Track (Routing and Switching)
      - Certificate Level 2 - Infrastructure Administrator
      - Certificate Level 1 - Infrastructure Technician (CCNA)
      - Certificate Level 1 - Wireless Infrastructure Technician
    - Computer Networking - Integrated Networking Technologies Track
      - AAS - Integrated Networking Technologies Track
      - Certificate Level 2 - Integrated Networking Administrator
    - Certificate Level 1 - Integrated Networking Virtualization and Storage Technician
      - Certificate Level 1 - Integrated Networking Cloud Technician
    - Computer Networking - Systems Track
      - AAS - Systems Track
      - Certificate Level 2 - Systems Administrator
      - Certificate Level 1 - Systems Technician
      - Certificate Level 1 - Systems Software Technician
    - Certificate Level 3 - ESC (Enhanced Skills Certificate) - Networking Systems Professional (CCNP) -- Shared by Integrated Networking Technologies Track; Systems Track
    - OSA (Occupational Skills Certificate) - Shared by all tracks
    - Computer Networking - Wireless Track
      - AAS - Computer Networking
      - Level I Certificate Wireless Track Wireless Designer (Terminated)
      - Level I Certificate Aruba (New)

    - Level I Certificate Computer Wireless Network (New)
- New Courses
    - ITCC 1370 CCNA 1: Introduction to Networks*
    - ITCC 1372 CCNA 2: Switching, Routing, and Wireless Essentials*
    - ITCC 2373 CCNA 3: Enterprise Networking, Security, and Automation*
    - ITCC 2377 Implementing Enterprise Network Core Technologies
    - ITCC 2379 Implementing Enterprise Advanced Routing and Services
    - ITNW 2379 Implementing Aruba Campus Switching Solutions
    - ITNW 1372 Implementing Aruba Wireless
    - ITNW 2377 Aruba Scale-able WLAN Design and Implementation

      **** Following the meeting, the Curriculum Office was notified by the THECB that permanent WECM numbers had been assigned as follows:***
      ITCC 1314 CCNA 1: Introduction to Networks
      ITCC 1344 CCNA 2: Switching, Routing, and Wireless Essentials (SRWE)
      ITCC 2320 CCNA 3: Enterprise Networking, Security, and Automation (ENSA)
- Course Revisions
    - ITMT 1371 Configuring and Supporting Microsoft Windows 10 (MD-100)
    - ITMT 1372 Installation, Storage, and Computing with Windows Server 2016
    - ITNW 1370 Cloud+ Computing Essentials
    - ITNW 2375 VMware vSphere: Installation, Configuration and Management
    - ITNW 1358 Network+
    - CPMT 1305 IT Essentials I: PC Hardware and Software
- Course Terminations
    - ITCC 1314 CCNA 1: Introduction to Networks
    - ITCC 1340 CCNA 2: Routing and Switching Essentials
    - ITCC 2312 CCNA 3: Scaling Networks
    - ITCC 2313 CCNA 4: Connecting Networks
    - ITCC 2341 CCNA Security
    - ITCC 2354 CCNP R&S ROUTE
    - ITCC 2355 CCNP R&S SWITCH
    - ITCC 2356 CCNP R&S TSHOOT
    - ITSC 1342 Shell Programming – Scripting
- When technology changes, the curriculum has to change, as they are correlated and one affects the other. IT certification changes happen every three to five years. The new course materials were released in November or December, so now the department is able to see what changes need to take place. With this, the CCNA will decrease from four courses to three, and the CCNP courses will go from three to two. Since WECM has not yet created the new course numbers, local need courses will be used. CCNA 1 and 2 are in five degree tracks, so it is also impacting different programs, such as Cybersecurity. Two years ago, two different programs within the same department were creating two separate Shell Programming classes without it being realized, so the department decided to keep only one of the two courses. They are keeping the course (ITSE 1359) that has the better path and more experienced instructor, and the other (ITSC 1342) will be terminated. A discussion with the advisory committee determined that more cloud-based, virtualization type of technologies were needed in the degree track. The Cloud Computing and VMWare courses will be filling in the gaps that were left by the terminated courses. IT Essentials is based on PC platforms, but many students that are coming in have spent more time on an iPad/tablet, so they will need to learn the fundamentals to know how things work. This is believed to increase the success of the students. The Windows 10 class, which is part of the Systems Track will have a few changes. It is still the same class, but the changes in the Microsoft certification exam caused the need to change. The original class supported the 70-698 exam, but this exam was replaced with the new MD100 exam. The two key changes in this course is the integration with Office 365 and aspects that support the Azure Cloud platform. The topics that are being added are data access, protection, and remote accessing, but most of the other objectives

remain the same. Faculty is working on Quality Matters, which requires a clear path from SLOs to units of study, then to the activities. The department is also working on PLA where there has to be clear connections between the SLOs, skills exams, and finals. The base level courses that are in the curriculum are using the WECM syllabi but they only have five SLOs that are outdated and do not encompass what is being taught in the courses. The IT Essentials course had twelve SLOs added as the additional Collin outcomes. The ITNW 1358 course also had Collin outcomes added to strip down to the main elements and align better. The Wireless Track was changed due to the contract with Aruba technologies and Cisco changes, which forced a curriculum revamp. There were originally many Cisco components, but they started pulling elements out which affected the curriculum. At the same time, Collin was working with Aruba and realized that those classes fit right into the curriculum and could replace the Cisco courses. The IT Essentials course was put in as requested by the board. The 42-hour Level One Wireless Designer Certificate had many Cisco elements in it, so it was terminated. The new certificates are built on two different platforms – one is the CCNP and the other one uses Aruba.

- Recommended for Fall 2020

♦ **Communication Design – Laura Flores**

- Program Revisions
    - AAS Communication Design
    - Certificate Level 1 - Communication Design
    - Certificate Level 3 - ESC - Advanced Design
    - Certificate Level 3 - ESC - Motion Graphics
    - Certificate Level 3 - ESC - Advanced Design Illustration
- New Certificate
    - Certificate Level 1 - User Experience Design Foundations
- New Courses
    - ARTC 1359 Visual Design for New Media
    - ARTC 1392 Special Topic in Design and Visual Communications: Advance Design and Visual Communication Principles and Techniques
    - ARTC 2381 Cooperative Education - Commercial and Advertising Art
    - UXUI 1370 Human Factors and Design Psychology
    - UXUI 1371 Prototyping and Usability Testing I
- Course Revisions
    - ARTC 2371 User Experience
- Course Termination
    - ARTC 1321 Illustration Techniques I
- There has been a major shift in the Graphic Design industry with the introduction of the User Experience field. This field does not have many educational avenues, and these avenues have either been upper level courses at the master's level or are at continuing education for-profit schools. The department has been researching this field for five years, and the curriculum changes have been guided by the advisory board. The department wants to introduce a new User Experience Design Foundations (UEDF) Certificate Level 1. The UEDF certificate mirrors much of the coursework that a person with a master's would have taken and also mirrors the Southern Methodist University (SMU) program. The Certificate Level 1 Communication Design (CD) was revised using focus areas. There is a Design focus or a User Experience focus. For those students who haven't been working in the industry, it makes them more competitive in the industry. The AAS mirrors the certificate. The title for the CD certificate, as well as the AAS, was changed because it was believed that Communication Design is better suited as the arch of the program from an HR standpoint. User Experience means how a person interacts with a computer, websites, computer interfaces, apps, even to medical equipment, and how people get in and out of these things easily. Each Enhanced Skills Certificate (ESC) was kept at nine credit hours because the objective is for a student to get through it quickly. In the Advanced Design Illustration ESC, the ARTC 1321 course content was covered in the other two courses, so it was removed. In the Advanced Design ESC, the ARTC 1392 course allows the department to see where the

industry trends go and can adjust accordingly, meaning that this course can either be an Advanced Communication Design, or Advanced Topography class, or whatever the trend happens to be. Collin has everything needed for the Motion Graphics ESC. This curriculum sets a student up with all the skills they need. The ESCs allow the opportunity to bring a cooperative back but as an option, depending on how it fits into the student's life. The student will be able to choose if they want to do an internship instead of a course, and will go into that job with enough foundation to augment the internship. The trend has been that most of the students have taken all three courses and the internship, but the department wanted to give them a choice of only doing nine credit hours.
    - Recommended for Fall 2020
- **Metal Arts – Luke Sides**
    - Program Revisions
        - AAS - Metal Arts (Formerly Foundry/Metalsmithing)
    - New Certificates
        - OSA - Metalsmithing
        - Certificate Level 1 - Foundry
        - Certificate Level 1 - Metal Sculpture
        - Certificate Level 2 - Metal Arts
    - Certificate Termination
        - Certificate Level 1 - Foundry/Metalsmithing
    - New Courses
        - WLDG 1308 Metal Sculpture (decrease in credit hours)
        - WLDG 1371 Introduction to Foundry Practices (decrease in credit hours)
    - Course Revisions
        - WLDG 2440 Advanced Metal Sculpture
        - ARTS 2326 Sculpture I
    - The name change encompasses everything that is done in this program. All of these changes were made after the Welding Technology department made changes to their program, which affected this program and made it necessary to change the curriculum. The number of classes that focuses solely on this program were able to be increased, and the ones that focus more on Welding Technology were able to be reduced. The hours for the Metal Sculpture course and for the Introduction to Foundry Practices course were decreased to better align with the changes that were made in the Welding Technology program. The Power Hammer course was taken out at the advice of the Advisory Committee. Committee members thought it was dangerous and /or not used that often to justify keeping it in the curriculum, and students could get the power hammer knowledge they needed in the Metalsmithing courses without having to have an entire course on it. The Sculpture class was added to help students have a little more exposure to each element that encapsulates the things that are done in sculpture, blacksmithing, and foundry. The Certificate Level 1 Metal Sculpture has all the classes related to Metal Sculpture, but also utilizes three of the courses used in the Welding Technology program. One of the Certificate Level 1 certificates has a Foundry focus and the other one has a Metal Sculpture focus. This will allow students to choose which job area they are interested in.
    - Recommended for Fall 2020
- **Computer Science – Tebring Daly**
    - New Field of Study
    - New Course
        - COSC 1436 Programming Fundamentals I
    - Course Revision
        - COSC 1437 Programming Fundamentals II
    - Course Termination
        - COSC 1336 Programming Fundamentals I
    - COSC 1436 is a required course in the new Field of Study (FOS), and therefore, will replace COSC 1336 in the Fall. The department had requested that COSC 1336 be put in as an

equivalent course to COSC 1436 so students who have already taken COSC 1336 will not be affected. The department had just last year replaced 1436 with 1336 so that the courses would fit into the 60 hour requirement and be able to continue awarding the FOS with a specific associate degree. However; the increased course hours will put the degree over the 60-hour limit, and course substitutions are not allowed; therefore, the degree will be terminated. A student who is taking the 1336 class this Spring but hasn't yet finished the FOS can stay in their current FOS, and advisors will be made aware.

- Recommended for Fall 2020

♦ **Art – Carter Scaggs**
- New Field of Study
- Course Revisions
    - ARTS 2316 Painting I
    - ARTS 2323 Life Drawing
    - ARTS 2326 Sculpture
    - ARTS 2346 Ceramics I
    - ARTS 2348 Digital Media
- The Art Department has been looking forward to this FOS being instituted since 2012 and are pleased to now be able to request that the CAB Committee recommends it to be adopted as a program at Collin. The department faculty are 100% behind this new FOS because it allows the Art Department to finally have a degree* for the students to utilize and feel that they have accomplished something meaningful for having taken the art courses. The Photography Department is also in support of this FOS, and both departments will work together on it.
- Recommended for Fall 2020 **** Following the meeting, it was determined that the AA Degree proposal will be re-submitted at a later date.***

♦ **Sociology – Kristi Clark-Miller**
- New Field of Study
- Course Revision
    - SOCI 2301 Marriage & the Family
- This FOS was approved by the Coordinating Board in October 2018, so the Sociology Department is now requesting that it be adopted here at Collin. The classes are already taught at Collin and have good enrollment numbers and are part of the established guided pathways for students.
- Recommended for Fall 2020

♦ **Social Work – Kristi Clark-Miller**
- New Course
    - SOCW 2389 Academic Cooperative
- It is the only class currently not part of the Collin catalog that is part of the Social Work FOS. It is also part of the articulation degree offered at A&M Commerce, and currently our students aren't able to take it because it is not in our catalog. Students are asking for it so they can finish the FOS here before moving to a four-year degree.
- Recommended for Fall 2020

♦ **Core Review – Garry Evans / Brenda Carter**
- New course
    - EDUC 1100 Learning Framework
- Course Terminations
    - PSYC 1100 Learning Framework
    - PSYC 1300 Learning Framework
- Collin has offered these Learning Framework courses for years, and the decision to make this change stemmed from the department being asked to move to a single rubric instead of having these competing other rubrics, as they were causing issues with tracking contact hours between full-time and part-time faculty. The department looked at opportunities for embedded faculty in the Independent School Districts (ISDs) and found that many more of those individuals were going to have degrees in Education, so that is when the decision was made to move to allow the EDUC 1100 be the only rubric used. Everything stays the same,

and the Discipline Leads have been working together to make it happen. It will be equivalent to PSYC 1100 and 1300 since it is cross listed in the ACGM.

- Recommended for Fall 2020

Deans' Liaison Report

- Parts of term was discussed. There are over 100 parts of term for academics, so the Deans talked about reducing those codes. They will be working on that for Spring
- There was a discussion on clarity of course reimbursement: When do they pay per-head, and when do they pay full pay? Eight plus will be full pay, and the rest will be pay per-head.
- They also discussed going to numeric campus identifiers. When students register, the system pulls up Wintermester for Spring, which has created issues, so the Deans discussed if those can be separated. SES is working on that.
- Dual credit stipends were also talked about.
- Summer schedules were discussed and so was the class schedule search function. There will be no identifiers for courses – web, express, etc., so ways are being looked ~~at~~ to change what a student views to be able to see what type of course a class is.
- Concur travel was also talked about. Faculty members are eligible for a P-card, but are not required to have one and are able to use a personal card. A Travel Scheduler will be hired to help faculty with that. P-cards will be limited to the amount of the trip and will be turned off and on. Everyone is being encouraged to put the Concur app on their phone. When you sign for the P-card, you are agreeing that if you use it illegally, the charges will be deducted from your check. If a P-card is used for food that receipt will show up on the app. The Director of Teaching and Learning will be working with faculty on professional development.
- The Compensation Committee currently has 15 faculty members and are looking at market competitiveness and length of employment. Collin is currently fourth in the state in regard to average salary. Contracts will be voted on at the next board meeting.

Faculty Council Report – With all of the new campuses opening, there was a discussion about whether to add new members. There was also a discussion about limiting the number of proxies, and it was decided that this area needs to be cleaned up. The Chair of Procedures and Nominations proposed to create a proxy pool, but that it would not count towards an absence. They also want to clean up the absence policy. Discussions will be continued and voted on at the next meeting.

Discussion Items – If anyone has interest in being the CAB Chair Elect, please let Gwen or the Curriculum Office know.

CAB Business

- Status of CAB Recommendations – All CAB recommendations are moving through the approval paths. Next meeting is the last meeting for changes that are to be made for next year's catalog.
- January 24 Meeting Minutes – Approved
- Other Business – No other business

Next Meeting – March 27

Meeting adjourned at 3:25