**CURRICULUM ADVISORY BOARD**
**March 27, 2020**
**1:30 pm**
**ZOOM**
**Approved Meeting Minutes**

**Voting Members Present**
Gwen Miller – Chair, Sean Geraghty – Chair Elect, Adrienne Caughfield, Jillian DeShazo, Kathy Fant, Cynthia Gruver, Tony Howard, Joan Hunsaker, Linda Kapocsi, Kim Lower, Paul Manganelli, Tom Ottinger, Barry Piazza, Mark Popowski, Charles Ring, Steve Rizzo, Clair Robertson, Michael Rose, Donna Smith

**Voting Members Absent**

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

**Non-Voting Members Absent**
Jaime Mills – Academic Partnerships Liaison

**Others Present**
Garry Evans, Todd Fields, Candace Hamilton-Meserole, De'Aira Holloway, Tina Jackson, Marina Kuryshina, David Liska, David Malone, Lily Quezada, Brenden Mesch, Allison Venuto, Amy Gainer, Andrea Szlachtowski

Gwen called the meeting to order at 1:30 p.m.

**New Curricular Proposals**

- **Agriculture – Anne Thornton**
  - New Courses
    - AGRI 1419 Introductory Animal Science
    - AGRI 2317 Introduction to Agricultural Economics
  - The department is proposing to add two courses to be offered at the Wylie campus in Fall 2020. Both AGRI 1419 and 2317 are ACGM transfer courses. AGRI 2317 is a required course for many of the Agribusiness and Agricultural Sciences degree programs at transfer institutions. Eight out of the top 15 of our transfer institutions have Agribusiness that do require the AGRI 2317. AGRI 1419 is required for the Bachelor of Science in Animal Science, Agribusiness, Pre-Veterinary Medicine, Animal Science option and several of the Agricultural Leadership and Communications programs. The AGRI 1419 course is required at seven out of ten top transfer institutions. In April, the department will be bringing to CAB an Associate of Science degree in Agriculture, and these two courses are critical for that degree. The Collin College general AS degree will help prepare students for their university studies in the Agriculture related fields.
  - Recommended for Fall 2020
- **Bachelor of Science in Nursing – Betty Veasy**
  - Program Revision
    - Proposed: BIOL 2401, BIOL 2402, and BIOL 2420: May substitute BIOL 2421
    - Proposed: MATH 1342: May substitute with higher level MATH with approval of Dean/Director
  - With the start of the new BSN cohorts, the nursing department has noticed that there have been some scheduling conflicts, so the department is proposing the substitution. These courses have the same credit hours and BIOL 2421 is the course recommended for science

majors with BIOL 2420 being the course that is recommended for non-science majors. The department is also proposing a revision for MATH 1342 as they noticed with the new BSN cohort class that some of those students had already taken a higher-level Math class. The degree plan states that MATH 1342 has no course substitutions, but the department is requesting that, through the approval of the Dean/Director, the substitution of a higher-level Math class be allowed. The department has consulted with the other disciplines affected by this change, and they were all in agreement of this proposal. A degree evaluation will be done, and the Math lead will be consulted for input to make sure the statistics component is in there. The department is mainly looking at BIOL 2420 and substituting it with BIOL 2421. The CAB suggestion is that the substitution should only apply to BIOL 2420 and not for BIOL 2401 and BIOL 2402.

- Recommended for Fall 2020

♦ **Cloud Computing – Gregory Newman**

- New Program
  - AAS - Cloud Computing - Infrastructure
  - Certificate Level I - Cloud Computing Infrastructure
  - Occupational Skills Award (OSA) - Cloud Computing Infrastructure
- New Courses
  - ITNW 1309 Fundamentals of Cloud Computing
  - ITNW 1336 Cloud Deployment & Infrastructure Management
  - ITNW 1371 Cloud Storage and Database
  - ITNW 1372 Containerization and Kubernetes
  - ITNW 1373 Cloud Administrator I
  - ITNW 1374 Cloud Administrator II
  - ITNW 2327 Advanced Cloud Concepts
  - ITSY 1342 Information Technology Security
  - ITSC 1315 Project Management Software
- The department is proposing a new Cloud Computing program. This program implementation has been driven by the State of Texas Cloud Computing Committee. Results of several different surveys show that this is the number one skill set being requested by industries. This program aligns well with courses Collin already has in many of the degree plans Collin has already been offering. Students will come out of this program with a good understanding on how to build, how to support, how to administer, and how to communicate the benefits of cloud computing. The capstone was put in the second year first semester, but, as suggested by CAB members, the department has no problem moving it to the very last semester. The advisory committee would like students to be able to discuss and apply the technology and feel that they can apply what they learned in the capstone to the other classes. Adding the capstone ahead of time will help students understand and administer complex concepts in a class such as project management. This will also help instructors know if students can apply what they learned since the classes after the capstone are more hands-on. Most larger colleges around DFW already have this program. Further discussion is needed with the department to discuss the placement of the capstone. The CAB members would also like to know about the timing of the courses; specifically, if these courses will be able to be offered periodically so that the OSA, for example, would not take a year to complete. For students to really market themselves well, the advisory committee recommended that they have a class that further refines their skills and have an area to focus on, and they felt a capstone course would work. Maybe it would be possible to explore an exam that will show that students have met the competencies instead of a capstone course.
- Recommended for Spring 2021 / Fall 2021, with the stipulation that these questions and concerns are addressed before going to academic leadership for review.

- **Drama – Garry Evans**
  - New Field of Study
  - New Courses
    - DRAM 2335 Theater Design
    - DRAM 2355 Script Analysis
  - Last year, the THECB approved the Drama FOS. Collin College has a robust theater program, and the department is interested in implementing this FOS certificate. This FOS has three tracks, a general track, a performance track, and a design/technical track. There are two courses in the FOS that are not currently offered at Collin, so the department is requesting to add these to the College's inventory as well.
  - Recommended for Fall 2020
- **Economics – Gian Aryani**
  - New Field of Study
  - The department is requesting to implement the new Economics FOS. The reason the department wants to implement this FOS is because there has been an uptick in students wanting to major in Economics. The department wants to help the partnering universities to prepare students for that level of Economics. They are also recommending two electives to go along with it, Calculus II and Business and Professional Communication. In the past few years, there were many students majoring in Business, but the trend has seemed to shift to Economics. The department is aiming to implement this FOS that leads to an Associate of Science degree, not an Associate of Arts. The department voted to have a distinct difference between the Business FOS and Economics FOS so that students could have two options to go into the business field; Business with AA leading to Bachelor of Arts degree, or an Economics FOS, eventually leading to an AS in Economics, and then going on to a Bachelor's degree with partner universities. In a few months, the department will be coming back to CAB to propose an AS in Economics for Fall 2021, so this currently proposed FOS is a preparation for that. The hope is that a student can seamlessly go from the FOS into the AS in Economics here at Collin College. The electives are only recommended, and students will be guided to take those to help them with the forthcoming AS, but they are not required in the FOS. The suggestion is that the recommended electives be removed, and a clean FOS document be submitted to academic leadership to lessen confusion, and they can be added in when the proposed AS comes to CAB.
  - ECON 1301
    - This was the only course that was approved for the general education component of the AAS degrees that was not a part of the general education core courses at Collin College. The department doesn't want those students who opt to take ECON 1301 as part of the Social / Behavioral Sciences component to be told that those three hours do not apply to their transfer degree as they were not part of the core. With having a future bachelor's degree in mind, they are requesting to make it a core course at Collin. There is a big demand for this course. This proposal complies with core curriculum review, and all the assessments will be kept current and aligned.
  - Recommended for Fall 2020
- **Fire Science – Pat McAuliff**
  - Program Revisions – Merging Two Degrees
    - AAS - Basic Firefighter Certification (Revised, Merged into New AAS - Fire Science)
    - AAS - Fire Officer Certification (Revised, Merged into New AAS Fire Science)
  - New Courses
    - FIRT 1391 Special Topics in Fire Protection and Safety Technology/Technician: Haz-Mat Technical Response
    - FIRT 1392 Special Topics in Fire Services Administration: Officer Leadership
    - FIRS 1491 Special Topics in Fire Science/Firefighting: Rope Rescue

        - FIRS 2344 Driver/Operator Pumper
        - FIRT 2351 Company Fire Officer – course being removed from degree, but not terminated from course inventory.
    - The department is proposing to merge their two current AAS degrees into one AAS. The certificate programs are the most popular, and the department is trying to create an opportunity and pathway for students to move on and complete a single AAS. These changes are being driven by trends and the department seeing reduction in AAS completers and an increase in certificate completers. Many new state certifications are coming forward, and Collin is getting requests to offer these new state certifications. Part of the proposal is to create a way for students to be credited with these new certifications and make it easier for them to complete their AAS degrees. All these proposals are supported by the advisory committee. Several of the area Fire Chiefs are pushing for these certifications, so this is the plan to meet the demands that have been created by the Fire Service industry. There are new courses being added, and the department has chosen to do special topics courses. The content is not yet in WECM, and as such, these courses will address what is currently available in certifications and what will be coming down the pike also. This will put Collin College as a leader in how this training will be delivered and how it will help students move through their careers.
    - Recommended for Fall 2020

♦ **Hospitality and Food Service Management – Eric Tobin**
    - Program Revisions
        - AAS - Hotel / Restaurant Management Track
        - AAS - Meetings and Event Track
        - Certificate Level 1 Foundations of Restaurant Operations (Previously Hotel/Restaurant Management)
        - Certificate Level 1 Foundations of Meetings and Event Management (Previously Meetings and Event Management)
        - New - Certificate Level 2 Hospitality and Foodservice Management
        - New - Certificate Level 2 Meetings and Event Management
        - New - Certificate Level 1 Foundations of Hotel Operations
    - New Courses
        - RSTO 1301 Beverage Management
        - RSTO 1364 Practicum (or Field Experience) - Restaurant, Culinary, and Catering Management/Manager
        - TRVM 1366 Practicum (or Field Experience) - Tourism and Travel Services Management
        - HAMG 1366 Practicum (or Field Experience) - Hospitality Administration/Management, General
    - Course Revisions
        - HAMG 1313 Front Office Management
        - HAMG 1324 Hospitality Human Resources Management
        - HAMG 2301 Principles of Food and Beverage Operations
        - HAMG 2307 Hospitality Marketing and Sales
        - HAMG 2332 Hospitality Financial Management
        - HAMG 2337 Hospitality Facilities Management
        - RSTO 1325 Purchasing for Hospitality Operations
        - RSTO 2307 Catering
        - TRVM 2341 International Convention / Meeting Management
        - TRVM 2355 Exposition and Trade Show Operations
    - Course Termination
        - TRVM 1323 Group Tour Operations
    - The proposed changes are driven by the Advisory Committee and the concerns they have had

about completers. Their concern is that certificates are too broad and not giving students many opportunities for hands-on application of skills. The level 1 certificates were redesigned, and the number of hours were reduced to make them more appealing and skill focused. The department also created three new certificates, which are all more skills based to address skills needed in those industry areas. Several new courses are being brought in, and practicums were added as elective options. The concurrent recommendations for several courses were done at the advice of the Advisory Committee to remove any obstacles the students were hitting, which was affecting completion numbers. The Advisory Committee wants students to take HAMG 1321 in their very first semester because it gives a complete overview of the industry before they start moving into more specific areas.
- Recommended for Fall 2020

♦ **Surgical Assisting – Donna Smith**
- Program Revision
  - Advanced Technical Certificate - Surgical Assisting
- The department is proposing to make a slight revision to the Advanced Technical Certificate. They want to take the certificate from 38 credit hours to 34 credit hours at the advice of the Advisory Committee. The revision also requires the removal of HPRS 2232, BUSI 1301, and COSC 1301, as some the students already have higher degrees, some even Masters degrees, so they already have these classes taken care of. It was decided that the HITT 2435 Coding and Methodologies class be the best exchange, because Surgical Assistants are their own business, so being aware of all the coding and reimbursement terms on both the surgical procedures and insurance side, and being familiar with terms and legalities for billing and payment for services in surgical procedures is helpful for their small businesses. Additionally, the advisory board strongly agrees that those three removed courses were a little basic for the level of the Advanced Technical Certificate. Departments from other programs have been made aware of these changes, and enrollment impact will be minimal, as students coming into this program usually already have these courses on their transcripts.
- Recommended for Fall 2020

♦ **Video Production – Tonya McMillion**
- Program Revision
  - AAS - Video Production
  - Certificate Level 1 - Video Production
- New Courses
  - FLMC 2334 Directing for Film or Video
  - FLMC 2336 Production Development – Producing
  - RTVB 2347 Electronic Media Business Management
- This program recently became its own free-standing program and will be moving to the new IT Center of Excellence in Fall 2021. In preparation for this move, the Advisory Board recommended that the department look at course offerings and adjust the curriculum accordingly. The proposal is to remove three courses: ARTS 2348, ARTC 1302, ARTC 1305, and add FLMC 2334, FLMC 2336, and RTVB 2347. The proposed changes stem from this recommendation. Even though some of these courses will be starting in Fall 2020 before the IT center is set to be open, it will not be a problem since these courses are not equipment heavy, and they will be able to be offered at the Plano campus until the IT center opens.
- Recommended for Fall 2020

**Expedited Proposals**

♦ Animation & Game Art
♦ Computer Systems
♦ Information Systems Cybersecurity
♦ Paralegal / Legal Assistant
♦ Web and Mobile Development

♦ Adding Practicum as an Elective – Several Programs
All proposals recommended for Fall 2020

**Informational Items**
♦ ACGM 2020 Updates – State-mandated revisions
♦ LVN to RN Bridge – Course sequence correction

**Deans' Liaison Report –** During this time, there have been some glitches with students' internet capabilities and students not having internet or having internet issues. 119 students were identified as having been affected by these issues, so Collin College is making hot spots for those students. The students have been sent an email to make them aware of where the hot spots are located. If faculty finds additional students having these issues, they have been instructed to please submit the student's name and CWID on the student success link. There is a possibility that some students might still be using cougar mail instead of Collin email and might not be getting emails, so faculty was also asked to remind students of that. The withdrawal date has been pushed back.

**Faculty Council Report –** No report, as Faculty Council has not met.

**Discussion Items –** No discussion items.

**CAB Business**
♦ Status of CAB Recommendations – All CAB recommendations are moving through the approval paths.
♦ February 28 Meeting Minutes – The minutes for the February meeting will be sent out electronically.
♦ Other Business – No other business.

**Next Meeting** – April 24

Meeting adjourned at 3:10