CURRICULUM ADVISORY BOARD
November 22, 2019
1:30 pm
CHEC 200
Approved Meeting Minutes

Voting Members Present
Gwen Miller – Chair, Sean Geraghty – Chair Elect, Adrienne Caughfield, Jillian DeShazo, Kathy Fant, Cynthia Gruver, Tony Howard, Linda Kapocsi, Kim Lower, Paul Manganelli, Mark Popowski, Charles Ring, Steve Rizzo, Donna Smith

Voting Members Absent
Joan Hunsaker, Tom Ottinger (Gwen Miller, proxy), Barry Piazza (Gwen Miller, proxy), Clair Robertson (Gwen Miller, proxy), Michael Rose (Jillian DeShazo, proxy)

Non-Voting Members Present
Brenda Carter – Deans' Liaison, Karen Musa – Deans' Liaison, Cameron Neal – Academic Partnerships Liaison, Lacy Castleman, Karen Murph

Non-Voting Members Absent
Gloria Hurtado-Diaz – Institutional Research Liaison, Jaime Mills – Academic Partnerships Liaison, Diana Hopes, Marisela Lopez

Others Present
Mary Barnes-Tilley, Garry Evans, Todd Fields, Tina Jackson, Marina Kuryshina, David Malone, Lily Quezada, Mark Smith

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

New Curricular Proposals

- **Geospatial Information Science – Amy Perdreauville**
  - Course revision
    - GISC 2335 Programming for Geographic Information Systems (GIS) - Removal of COSC 1315 as a prerequisite
  - GISC 2335 was added to the GIS certificate as one of the program revisions approved for Fall 2019. However, due to an oversite, COSC 1315 was not removed as a prerequisite at that time. It is not needed as a prerequisite and is not part of the certificate. It was brought to the advisory committee in October, and it was decided that since GISC 2335 is not being taught in a way that requires prior programming knowledge, COSC 1315 could be removed as a prerequisite.
  - Recommended for Fall 2020

- **Physical Therapist Assistant – Michael Cox**
  - New certificate
    - OSA (Occupational Skills Award) – Rehabilitation Aide
  - New Course
    - PTHA 1160 Clinical Physical Therapist Assistant
  - The Physical Therapist Assistant (PTA) program was recently approved, and the department would now like to also offer an Occupational Skills Award as a Rehabilitation Aide. The department feels that it would be a good opportunity for anyone interested in the physical therapy field. This program would be a great entry way into the Physical Therapist Assistant program and will be a recruiting base for that program as well. With the aging population, the

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need for Physical Therapists and Physical Therapist Aides will increase. There is also the hope that this will increase interest in all the other health professions offered at Collin college as well. The accreditation body has an arduous process and, it looked like we were not going to be approved until 2027, but Collin faculty is currently working with the accreditors to expedite the processes. Collin has the infrastructure in place for this program; it is part of what is being built at the Technical Center in Allen. It will serve many area industries and will be offered as a dual credit healthcare program, which is in high demand. During discussion on the four courses in the curriculum outline, a concern was raised about PTHA 1160 being taught in the same semester as one of its prerequisite courses, PTHA 1413. It was then explained that the curriculum shown on screen with four courses was incorrect. The correct curriculum for the OSA is three courses. Students will take PTHA 1409 and PTHA 1413 in the first semester, and PTHA 1160 in the second semester. The error was noted, and the correction will be made. ***POSTSCRIPT: Following the meeting, the department contacted the Curriculum Office to let them know that the curriculum as presented to CAB was correct with the four courses. Also, the prerequisite concern was resolved by removing PTHA 1413 as one of the prerequisites for PTHA 1160.***
- Recommended for Spring 2021

- **Political Science – Rachel Bzostek Walker**
  - New Field of Study
    - Political Science Field of Study
  - All four courses in the Political Science FOS are currently taught at Collin: GOVT 2304, GOVT 2305, GOVT 2306, MATH 1342. MATH 1342, Elementary Statistical Methods, was chosen because the Coordinating Board committee had discussed stumbling blocks that were preventing students from completing a degree in Political Science. Political Science is a heavy data field right now, and there is much statistical research being done, so having students understand the concepts taught in MATH 1342 was thought to be the best way to overcome those stumbling blocks. Since students are required to take a math course to be core complete and graduate, the committee thought it was best to steer them to the Elementary Statistical Methods course. The committee debated as to whether they wanted students to take an Anthropology or an Economics class to get a better understanding of what it is to study Political Science, but instead of having to make decisions about the core, they just left it at four courses. This also explains why the department is only requesting the FOS to be a certificate and not a full degree since it is just a brief overview of Political Science. The Political Science department has already started the groundwork for implementation. A committee has been formed with nine faculty members who represent each of the existing campuses. The committee is broken into two working groups. One group is working on developing program learning outcomes, and the other is working on marketing the FOS. The marketing group has reached out to the ten universities that Collin has identified as being the primary transfer institutions, and is looking into adding those university links on the Political Science website to direct students. The department is also working on tangible materials advertising what Political Science is and what can be done with a Political Science degree. The faculty is also going to work on how to help Academic Coaches learn or know more about what an FOS is and how to let students know about the FOS. There will need to be a marketing push and a need to work with advising.
  - Recommended for Fall 2020

Expedited Proposals

- Business Office Support Systems
  - AAS – Business Office Support Systems
    - Replacement of POFI 2331, Desktop Publishing for the Office, with an elective course
  - This change does not impact any other program. POFI 2331 has had low enrollment for

several years, and the skills taught in this course are already taught in other courses because of the advances in Microsoft Office. Students will now have an elective that they can choose from different areas, such as marketing, business, or computer.

- Recommended for Fall 2020

Deans' Liaison Report

- Small grade appeals process
- Section numbering -- Each campus will have a number identifier.
- Learning Frameworks courses will all be classified as EDUC. This change would be effective in Fall 2020 and will come before CAB after discipline leads speak to faculty in January.
- Movement of faculty due to new campus openings, and whether the online courses will transfer along with the faculty member. A definite decision was not reached. With the opening of new campuses, there will be much movement. Dr. Matkin has approved 57 new hires, and these positions will be posted as soon as possible. There is a timeframe for hiring, so directors will be contacting faculty for interest in serving on search committees.

Faculty Council Report

- Dr. Matkin Report
  - Presented the 5-year plan.
  - Board of Trustees discussed the tobacco policy.
  - The school marshal regulations passed.
- Decision to suspend the December meeting, so there will be no meeting next month.
- Commencement appointment reminder
- Farmersville campus groundbreaking will be on December 6 at 9 a.m., and the Celina campus groundbreaking will be on January 16 at 9 a.m.

Discussion Items – No discussion items

CAB Business

- Status of CAB Recommendations – All recommendations have been approved by Leadership.
- October 25 Meeting Minutes – Approved
- Other Business – Marketable Skills proposals are coming in December, and the committee is encouraged to read the material before the meeting. If you will be unable to attend the meeting in December due to finals, please find a proxy and let us know.

Next Meeting – December 13

Meeting adjourned at 2:30 p.m.

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