Curriculum Advisory Board
March 5, 2021
1:30 pm
Zoom
Approved Meeting Minutes

Voting Members Present
Jennifer Bergman, Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Kathy Fant, Sean Geraghty, Cynthia Gruver, John "Rusty" Haggard, Tony Howard, Joan Hunsaker, Linda Kapocsi, Kim Lower, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Gwen Miller, Barry Piazza, Mark Popowski, Charles Ring, Steven Rizzo, Michael (Mike) Rose, Donna Smith, Helen Wang

Non-Voting Members Present
Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Cameron Neal, Wendy Gunderson, Mari Lopez, Lacy Castleman, Anne Reid

Non-Voting Members Absent
Brenda Carter, Brenden Mesch

Others Present
Francis Choy, Todd Fields, David Liska, David Malone, Karen Musa, Yidong Zhang, Mike Coffman, Ervin Frenzel, Tonya McMillion, Marshall Pittman

Meeting is called to order

New Curricular Proposals

♦ Automotive Technology – Mike Coffman

- **Program Revisions**
  - The basic reasoning for the prerequisite changes is to better group courses by semester as they pertain to certain automotive systems relationships, skillsets, and service areas while also ensuring reasonable completion times for the program for both the AAS and Level 2 Certificate.
  - To help students be more successful, orientation sessions will explain the structure, cohort structure, and anything unique to the program, such as special safety equipment.
  - Departmental Permits prior to entry level classes offered in the first semester will streamline the enrollment process.
  - The prerequisite AUMT 1307 Automotive Electrical Systems for AUMT 1410 Automotive Brake Systems was being offered in the same semester and prevented students from being able to register for both. Career coaches had to manually enroll students on a case-by-case basis. This created an enrollment imbalance from the first 8-week phase to the second 8-week phase that we are now working to correct for students who were not able to enroll previously.
  - AUMT 1410 Automotive Brake Systems to be moved to first semester. This shift will ensure students seeking certificates will progress through the program without delays or breaks in class availability.
  - With AUMT 1410 shifted to the first semester, we can shift and re-group certain courses together to have a better progression of theory and applicable skills. AUMT 2313 Automotive Drive Train and Axles will be shifted to first year, second semester to be better paired with AUMT 1419 Automotive Engine Repair.
  - AUMT 2317 changing from 3 credit hours to 4 credit hours, so it is now AUMT 2417. Also, AUMT 2337 Automotive Electronics changing from 3 credit hours to 4 credit hours, thus making it AUMT 2437. This was to adjust for the removal of AUMT 2266 Practicum II to maintain the 60-credit hour requirement. We propose to remove AUMT 2266 Practicum II in the interest of reducing overall completion time from 6 semesters to 5.
- **Discussion**
  - Consider expanding GEN ED beyond the listed ARTS 1301 and HUMA 1301 to include all humanities/fine arts options.
  - Consider listing SPCH 1321 as Recommended and to expand to include all GEN ED speech options.
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ Collision Technology – Mike Coffman

- **Program Revisions**
  - The basic reasoning for the prerequisite changes is to better group courses by semester as they pertain to certain automotive systems relationships, skillsets, and service areas while also ensuring reasonable completion times for the program for both the AAS and Level 2 Certificate.
  - With ABDR 1349 shifted to first semester, we can shift and re-group certain courses together to have a better progression of theory and applicable skills. This includes moving two core classes to the summer semester to allow the degree plan to align with the certificate. Adding Departmental Permits to entry level classes offered in the first semester will streamline the enrollment process.
  - ABDR 1307 Collision Repair Welding has been added as a new course to the degree plan to meet the need to have more thorough welding training for metal technicians.
  - ABDR 2447 has been changed to ABDR 2347 Advanced Collision Repair Welding to reduce the credit hours from 4 to 3 to free a credit hour for ABDR 1307. The contact hours will remain the same.
  - Course sequencing has been revised to better align with the needed skill building and progression.
  - ABDR 1266 Practicum Autobody/Collision & Repair Technology/Technician has been removed to free the 2 credit hours it held, to allow ABDR 1307 to take its place. This meets the need for metal repair technicians to gain the needed skills for welding steel and grasping an understanding of the welding process, safety, and procedures before welding alternative methods and metals.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ HVAC – Mike Coffman

- **Program Revisions**
  - Deactivate HART 1256
  - Move the EPA 608 Exam from the first 8-week course (HART 1256) to HART 1441 (Residential Air Conditioning) in the second 8-weeks.
  - Increase of Credit Hours and Lab Hours for HART 1307 (1407) and HART 1301 (1401).
  - Addition of prerequisite requirement, "Departmental Permit Required" to first semester courses:
    - HART 1401, 1407, 1441, & 1445
  - Addition of prerequisite and/or corequisites for:
    - HART 1301 (now 1401), 1307 (now 1407), 1441, 1445, 2345, 2349, 2431, 2438
  - SLO Course Revisions for HART 1307 (now 1407) & HART 1441
  - Revise ECON 1301 to allow for any GEN ED core social/behavioral science option.
- **Discussion**
  - Consider expanding GEN ED beyond the listed ARTS 1301 and HUMA 1301 to include all GEN ED humanities/fine arts options.
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ Metal Arts – Mike Coffman

- **Program Revisions**
  - Eliminating the word Foundry and replacing it with Casting. We are making molds by pouring metal. Foundry has more process involved and government regulations. Casting better describes what the class involves. Removal of industrial terminology for course and award titles is being addressed to showcase a less industrial approach and better highlight the skill sets being taught.
  - The addition of WLDG 1407, Introduction to Welding Using Multiple Processes was added to the degree plan for a stronger focus on safety and general knowledge before entering next level courses handling more specific welding equipment. WLDG 2451 was removed to maintain the 60-hour maximum set on allowable degree credit hours. Although WLDG 2451 holds definite value, the skills gained in this course overlap with other courses and thus WLDG 2451 was found to be a reasonable exchange for the addition of WLDG 1407.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ Welding – Mike Coffman

- **Program Revisions**
  - Skill sets such as programming of robotic welders, programming of plasma cutting tables, focusing on welding and fabrication of unique metals and alloys have become highly marketable within the welding profession. WECM presently does not offer an established course to cover this diverse need. The addition of WLDG 1391 is hoped to be added to the program to better meet this need. Following direction and input of industry partners and Advisory Committee Members it was found that the focus for the Dallas

area was not on Pipe Welding and as such we seek the termination of WLDG 2450 Orbital Tube Welding and WLDG 2453 Advanced Pipe Welding in lieu of the addition of WLDG 1391.
    - Adding WLDG 1391 brought about a need to adjust credit hours of WLDG 1407 to balance the credit hours for all levels of certificates and the AAS. Deep consideration of this change and all others was reviewed for accomplishing the needs of the Metal Arts department as well.
    - Request change to correct a simple rotation of WLDG 1313 and WLDG 1317. The present degree lists WLDG 1317 in the first 8 weeks and WLDG 1313 in the second 8 weeks. In practice it has become apparent that these two courses should be reversed in scheduling for better application of the Student Learning Outcomes of WLDG 1317.
- **Discussion**
    - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ Information Systems Cybersecurity – Ervin Frenzel

- **Program Revisions**
    - Revise ITSY 2300 and ITSY 2341 to include recommended prerequisites.
    - Move ITSY 2342 to an elective option and add ITSY 2330 (new course).
    - Revise prerequisites for ITSY2343 and CYBR 4340 to reflect addition of ITSY 2330.
    - Add new Certificate Level 1 Cybersecurity Infrastructure Technician award focused on entry level security technician skills.
    - Revise Level 1 Certificate – Information Systems Cybersecurity to include CPMT 1305 and ITSY 1300 to align with prerequisite requirements and recommendations.
    - Revise Level 1 Certificate – CISSP Information Systems Cybersecurity Professional to include ITSY 2300 and to align with prerequisite requirements.
- **Discussion**
    - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ Video Production – Tonya McMillion

- **Program Revisions**
    - Revising/adding prerequisites for two courses: ARTV 1351 and FLMC 2336
    - Removing two courses from current curriculum: ARTC 1325 and ARTV 1371
    - Adding two courses to the curriculum: RTVB 1325 and FLMC 2330
- **Discussion**
    - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ Animation and Game Art – Marshall Pittman

- **Program Revisions**
    - Revising/adding prerequisites for two courses: ARTV 1303 and FLMC 1331
- **Discussion**
    - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

<u>Expedited Proposals Report</u>

♦Biomedical Equipment Technology

- **Program/Course Revisions**
    - Add footnotes to the program curriculum to be consistent within the Engineering Technology programs.
    - The Biomedical Equipment Technology department is proposing to note the expansion of options for Social/Behavioral Sciences while recommending Economics 1301, and also allowing for substitution of higher-level MATH courses for the recommended TECM course in the program.
- **Discussion**
    - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦Computer Science

- **Program/Course Revisions**
    - Change in Course description and Collin Student Learning Outcomes.
    - The Computer Science Department is proposing to remove the last sentence of the course description added by Collin, and to remove the Collin SLOs.
- **Discussion**
    - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦Dental Hygiene

- **Program/Course Revisions**
  - Course description revisions for DHYG 1431 and DHYG 2153. Student learning outcome revisions for DHYG 2102, DHYG 2201, DHYG 2231, DHYG 2361, and DHYG 2363.
  - Course description revisions for DHYG 1431 and DHYG 2153 to align with the updated descriptions in WECM. Student learning outcome revisions for DHYG 2102, DHYG 2201, DHYG 2231, DHYG 2361, and DHYG 2363 to align with current technology and changes in terminology.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ Electronics Engineering

- **Program/Course Revisions**
  - Remove a footnote in the program degree to allow all core Social/Behavioral Sciences options for the ECON 1301 course.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ Emergency Medical Services Professions

- **Program/Course Revisions**
  - Terminate Certificate Level 1 - Advanced EMT award
  - The EMSP department is proposing to terminate the Certificate Level 1 - Advanced EMT. This certification does not benefit EMSP students in any way because none of the community partners offer a pay stipend for this level of certificate, and this certificate does not allow students to practice nor is it accepted by any of the Medical Directors in this region. Additionally, it is a hardship for students to find a skill testing facility for this certification because National Registry will not hold a psychomotor skills test for one or two students. This forces many of the students out of state to find both a skill testing site and written exam site.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦English

- **Program/Course Revisions**
  - Title Change ENGL 2341
  - The English department is proposing the addition of information to the title for ENGL 2341 Forms of Literature to include the description Short Story, Novel, Poetry, and Drama to clarify the course for students.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦Humanities

- **Program/Course Revisions**
  - Add HUMA 2323 to the Collin College catalog and HUMA inventory.
  - The Humanities department is proposing the addition of HUMA 2323. The course was part of the HUMA inventory until 2013-14 when it was moved under the ANTH CIP but has recently been coded back to the Humanities CIP. The department wishes to offer to students a course that covers non-Western cultures.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦Industrial Automation

- **Program/Course Revisions**
  - Add footnotes to the program curriculum to be consistent within the Engineering Technology programs.
  - The Industrial Automation department is proposing to note the expansion of options for Social/Behavioral Sciences while recommending Economics 1301, and also allowing for substitution of higher-level PHYS and MATH courses for the recommended PHYS and TECM courses in the program.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦Nursing

- **Program/Course Revisions**
  - Add new Student Learning Outcomes to the NURS 4465 course and make minor editorial changes to the NURS 4465 & NURS 3210 courses.
  - Revise the wording for one of the additional Collin outcomes of the NURS 3210 course; the wording in this outcome was rather ambiguous and required clarification. Outcomes were added to the NURS 4465 course and other editorial changes were made in several outcomes. The changes were requested and approved through the BSN committee. The purpose is to:
    - be grammatically correct.
    - better reflect the program and course outcomes the students are expected to attain. This is not a patient care class, it is a management leadership class, and they do not deliver direct care.
    - better define what students will gain from clinical and class.
    - better link the course outcomes to the Systematic Plan for Evaluation the program uses for accreditation
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦Real Estate

- **Program/Course Revisions**
  - Course description revisions for the following courses: RELE 1301, RELE 1321, RELE 1338, RELE 2301.
  - Update the Level 1 Certificate title to include the term "Sales Agent" in place of "salesperson."
  - The Real Estate department is proposing course description revisions for the following courses: RELE 1301, RELE 1321, RELE 1338, RELE 2301. These changes are being proposed to bring the course descriptions in line with the current version of the Texas Real Estate License Act. The License Act no longer makes reference to "master-servant" relationships, and the introductory real estate license in Texas is now the Sales Agent license rather than the Salesperson license. Furthermore, the department is proposing to also update the level 1 certificate to include the term "Sales Agent" in the title and description as well in place of "salesperson."
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦Respiratory Care

- **Program/Course Revisions**
  - Course additions: RSPT 1213 - New Course to replace RSPT 2217 (equivalent)RSPT 2414 - New Course to replace RSPT 2471 (equivalent)RSPT 1340 - New Course to replace RSPT 1307 (equivalent)
  - Update RSPT 2255 and RSPT 2353 prerequisites Update RSPT 1201, RSPT 2310 prerequisites and corequisites RSPT 1410 - Update Student Learning Outcomes RSPT 1411 - Update Student Learning Outcomes
  - The respiratory care program at Collin College needs to replace three courses with new WECM courses (RSPT 1340, RSPT 1213, and RSPT 2414) and modify existing student learning outcomes in two other courses (RSPT 1410 and RSPT 1411). The proposed changes have been approved by the Respiratory Care Advisory Committee in Fall 2020. The program is seeking to implement the program of study curriculum in Fall 2021. The changes are necessary as this is the curriculum recommended by the state. This will facilitate students who need to transfer from one program to another. Although this does not happen often, the program faculty and staff opted to adopt the state curriculum to be consistent with other programs in the state. The respiratory care advisory committee has been aware of this pending change for the last three years and voted to adopt the curriculum at the last advisory committee meeting held in December 2020.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦TSI Prerequisite Revisions (Multiple Disciplines)

- **Program/Course Revisions/Deletions**
  - Developmental Math
    - Delete MATH 0406, NCBM 0032 and NCBM 0042 from Collin's inventory. MATH 0406 is no longer needed due to related curricular changes and the two NCBM courses are no longer needed due to changes in the TSI version 2 that render them unnecessary.

        - Adjust prerequisite statements on MATH 0314, 0324, 0332, 0342 and 0405 to reflect new TSI version 2 cut scores and/or to reflect accurate prerequisite statements. Prior prerequisite statements stated completion of course that is no longer offered (MATH 0406), or that were incorrect or no longer valid (TSI college readiness for Mathematics or TSI placement or successful completion of NCBM 002A).
    - Biology
        - Adjust the prerequisite statements for BIOL 1406, 1414 and 2401 to reflect new TSI version 2 cut scores and/or to reflect accurate prerequisite statements. The Biology department is proposing to adjust the prerequisite statements to reflect accurate information due to the TSI changes and will follow TSI and diagnostic scores necessary to place students into these courses.
    - Chemistry
        - Adjust the prerequisite statements for CHEM 1405 to reflect new TSI version 2 cut scores and to reflect an accurate prerequisite statement. The Chemistry department is proposing to adjust the prerequisite statements to reflect accurate information due to the TSI changes and will follow TSI and diagnostic scores necessary to place students into the course.
    - Environmental Science
        - Adjust the prerequisite statements for ENVR 1401 to reflect new TSI version 2 cut scores and to reflect an accurate prerequisite statement. The Environmental Science department is proposing to adjust the prerequisite statements to reflect accurate information due to the TSI changes and will follow TSI and diagnostic scores necessary to place students into the course.
    - Geology
        - Adjust the prerequisite statements for GEOL 1401, 1403, 1445 and 1447 to reflect new TSI version 2 cut scores and to reflect accurate prerequisite statements. The Geology department is proposing to adjust the prerequisite statements to reflect accurate information due to the TSI changes and will follow TSI and diagnostic scores necessary to place students into these courses.
    - Physics
        - Adjust the prerequisite statements for PHYS 1403, 1404, 1405, 1410, 1415, and 1417 to reflect new TSI version 2 cut scores and to reflect accurate prerequisite statements. The Physics department is proposing to adjust the prerequisite statements to reflect accurate information due to the TSI changes and will follow TSI and diagnostic scores necessary to place students into these courses.
    - Integrated Reading and Writing
        - Delete INRW 0300 from Collin's inventory. NRW 0300 is no longer offered at the college due to related curricular changes in Developmental Education. All students but those in the lowest ranges of Developmental Education (INRW 0405) are taught in the corequisite courses, so there is no need for INRW 0300.

- **Discussion**
    - No issues with expedited proposals. Motion to accept proposals. Seconded. Proposals recommended.

Deans' Liaison Report

- None

Faculty Council Report

- Faculty Council is looking for nominations for next year. VP position is still vacant. Technical Campus is not currently represented on the Faculty Council.

Discussion Items

- Fall 2022-2023 Catalog Revision Deadline – January 21st, 2022

CAB Business

♦Status of CAB Recommendations

- Everything from December and January went to the most recent leadership meeting and was approved.

♦January 13 Meeting Minutes

- Typo correction. Motion to accept January 13 minutes. Seconded. Minutes approved.

♦Other Business

- Next Meeting – March 26

<u>Move to end meeting. Seconded. Meeting ended.</u>