Curriculum Advisory Board
November 20, 2020
1:30 pm
Zoom
Approved Meeting Minutes

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

Voting Members Absent
Jillian DeShazo (proxy - Michael Rose), Donna Smith (proxy - Sean Geraghty)

Non-Voting Members Present
Brenda Carter, Brenden Mesch, Candace Hamilton-Meserole, Cameron Neal, Diana Hopes, Karen Murph, Mari Lopez, Lacy Castleman, Anne Reid

Non-Voting Members Absent
Gloria Hurtado-Diaz

Others Present
Todd Fields, David Liska, Marina Kuryshina, Allison Venuto, Yidong Zhang

Meeting is called to order

New Curricular Proposals

♦ **Business Office Support Systems – Angela Payne / Andrea Szlachtowski**

- **Proposed Program/Course Revisions**
  - Terminate the Level 1 Certificate in Business Office Support Systems, the Accounting Support OSA, and the Business Office Support Systems OSA
  - Create two new Level 1 Certificates: Software Application Specialist and Administrative Support Specialist
  - Terminate POFT 2301 Intermediate Keyboarding and replace with new Local Need course POFT 2371 Strategies in Social Media
  - Revise POFT 1349 Administrative Office Procedures II prerequisites: remove POFT 2301 as a prerequisite since the course is being terminated
  - Terminate POFT 2303 Speed and Accuracy Building and replace with new course POFT 2331 Administrative Project Solutions
  - Add "See Mathematics Options" for MATH 1332 Contemporary Mathematics to allow students to apply any core Math course as an option
  - Add a second elective course to the AAS – Business Office Support Systems
  - Revise the elective options in the AAS – Business Office Support Systems to add more course options to be relevant to specific career paths and needs
  - Add an elective course to the Level 1 Certificate Medical Office Support; elective options provided are the same as the options listed in the AAS – Business Office Support Systems
  - Revise POFT 2312 Business Correspondence and Communication: remove POFT 1329 Beginning Keyboarding as a prerequisite
  - The changes will be in alignment with marketable skills and program outcomes.
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

Expedited Proposals Report

♦ **Biomedical Equipment Technology - Tripat Baweja, Director, Engineering Technical Programs**

- **Proposed Program/Course Revisions**
  - Requesting to add CETT 1409 as a prerequisite to BIOM 2315 and BIOM 2343 courses. Since BIOM 2315 and BIOM 2343 courses focus on circuit analysis, operation, repair, and service of medical electrical devices, it is essential that students learn the basics by taking CETT 1409 before taking these classes. Fall 2021
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ **Drama / Theatre - Shannon Kearns, Discipline Lead and Professor of Theatre**

- **Proposed Program/Course Revisions**
  - Revise DRAM 2366 course description to remove additional information and match ACGM. Fall 2021
- **Discussion**
  - No issues with proposal. Motion to accept proposal. Seconded. Proposal recommended.

♦ **Metal Arts - Luke Sides, Professor**

- **Proposed Program/Course Revisions**
  - Proposing change in title to one of the Certificate Level 1 awards, and the course titles for two courses. When advising students, it has become apparent that the titles are confusing to them. Students have reported that they do not have a clear understanding of the courses. Many students thought these were lecture only courses. Changing the title to Metal Casting will solve this issue. The name change aligns with other course titles in the Metal Arts track. All the other courses have Metal in the title, such as Metal Sculpture, Art Metals, and Metalsmithing, so changing the name to Metal Casting will align with these classes. Fall 2021 Proposed changes:
  - Certificate Level 1 – Introduction to Foundry Practices Metal Casting
  - WLDG 1371 Introduction to Foundry Practices Metal Casting
  - WLDG 2471 Advanced Foundry Practices Metal Casting
- **Discussion**
  - CAB tabled this proposal. Requesting discipline representative to attend and speak with the committee at an upcoming meeting to provide more clarity for their rationale.

Informational Report

♦ **Course Terminations**

- **Courses No Longer Offered** – Courses no longer offered in multiple disciplines will be terminated from the course inventory in Summer 2021.
- **MATH 1414 Termination -** Originally scheduled to be terminated in fall 2021, this has been moved to be terminated in spring 2021.

Deans' Liaison Report

- **None**

Faculty Council Report

- **None**

CAB Business

- Status of CAB Recommendations
  - Biology 2401 curricular proposal was approved pending further revisions due to upcoming new TSI scores and reevaluating how TSI requirements are listed in the catalog course descriptions.

Other Business

- Congratulations to Dr. Diana Hopes. Dr. Hopes has accepted the new position of Executive Dean of the Farmersville Campus, and will no longer be involved with CAB.
- Congratulations to Karen Murph. Karen is retiring at the end of this year.
- Lacy Castleman will be taking over the CAB email announcements, beginning with the December 2020 meeting.

Next Meeting – December 11, 2020

Move to end meeting. Seconded. Meeting ended.