CURRICULUM ADVISORY BOARD
September 21, 2018
1:30 pm
CHEC 220
Approved Meeting Minutes

Voting Members Present
Cynthia Gruver – Chair, Rodney Boyd, Catie Brooks, Kathy Fant, Sean Geraghty, Tony Howard, Linda Kapocsi, Kim Lower, Gwen Miller, Tom Ottinger, Barry Piazza, Mark Popowski, Clair Robertson, Michael Rose, Greg Sherman, Donna Smith

Voting Members Absent
Kerry Loinette (Cynthia Gruver, proxy), Charles Ring (Greg Sherman, proxy), Diane Schull

Non-Voting Members Present
Brenda Carter – Deans' Liaison, Karen Musa – Deans' Liaison, Gloria Hurtado – Institutional Research Liaison, Cindy Pokrywa – Student Enrollment Services Liaison, Diana Hopes, Karen Murph, Indalita Holt, Mari Lopez

Non-Voting Members Absent
Jamie Mills – Academic Partnerships Liaison, Cameron Neal – Academic Partnership Liaison

Others Present
Ann Blackman, Todd Fields, David Malone, David Liska, De'Aira Holloway, Linda Wee

Cindy called the meeting to order at 1:36 pm.

Welcome
- Mari Lopez, Administrative Assistant, Curriculum Office
- Linda Wee, Continuing Education Representative

New Curricular Proposals
- Biomedical Equipment Technology – Mike Coffman
  - New Program
    - AAS – Biomedical Equipment Technology
  - New Courses
    - BIOM 2201 Safety in Health Care Facilities
    - BIOM 2311 General Medical Equipment I
    - BIOM 2315 Physiological Instruments I
    - BIOM 2319 Fundamentals of X-Ray and Medical Imaging Systems
    - BIOM 2331 Biomedical Clinical Instrumentation
    - BIOM 2337 Respiratory Equipment Maintenance
    - BIOM 2343 General Medical Equipment II
  - Teaches installations and maintenance repair of medical equipment. This degree will allow graduates to work on all types of equipment in a medical setting – from hospital beds to physical therapy treadmill. It may also attract some students interested in electronics. All subgroups will be targeted for enrollment. Certification is not required for employment in the field, but two years' experience is needed before one can take the certification exam. Average salary is about $47,000 without holding the certification. With certification, salary can go up by about $18,000, and there are currently 30 job openings in the North Texas area. This field offers a stable job environment, as layoffs and terminations are not common, and it

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does not get outsourced often. This program is not offered at other colleges in this area. Allen, Frisco, and McKinney ISDs will be providing transportation for students interested in the program. All courses are hands on, and classes could be blended, but not online. Additionally, when enrollment gets high enough, more sections will be offered.
- The committee felt there was a need for this type of program and are in support of the proposal.
- Recommended – Fall 2020

♦ Industrial Automation – Mike Coffman
- New Program
  * AAS – Industrial Automation
  * Certificate Level 1 – Industrial Automation
  * Certificate Level 2 – Industrial Automation
- New Courses
  * ELMT 1301 Programmable Logic Controllers
  * ELMT 1305 Basic Fluid Power
  * ELMT 2339 Advanced Programmable Logic Controllers
  * INTC 1357 AC/DC Motor Control
  * INTC 2359 Distributed Control Systems
- Manufacturing area identified as growing and in need of being addressed, with the highest density in the North Texas area. Employment is projected to grow by over 4% in North Texas, with the lowest starting salary at $41,000. But some can start at about $64,000, if job candidate is willing to travel to different places for the work. In high-end manufacturing areas, it is possible to get paid $150,000, if variables are favorable (car manufacturing where cars are selling well, for example). Recruiters are out there looking for Industrial Automation trained employees. Richland College in Dallas has a similar program. There are 25 different certifications for this type of program, but portfolios are given more weight than certifications. Certifications are specific, but the AAS program is not geared towards any specific certifications. Program would be housed at the new Collin Technical Center in Fall 2020.
- Concerns: A question was raised if the Technical Algebra and Trigonometry course in the outline should come before Conceptual Physics – suggestion was made to switch their order
- Recommended – Fall 2020

♦ New Four-Year Degree – Re-submit – Mike Coffman
- BAT (Bachelor of Applied Technology) in Cybersecurity – This proposal is being re-submitted since a vote was not taken at the previous CAB meeting due to additional information being needed.
- New Courses
  * XXXX 33YY Introduction to Cryptography
  * XXXX 33YY Digital and Device Forensics
  * XXXX 33YY Advanced Network Topologies and Protocols
  * XXXX 33YY Cyber Crime
  * XXXX 33YY Cyber Privacy
  * XXXX 33YY Mobile Technologies
  * XXXX 43YY Penetration Testing
  * XXXX 43YY Cyber Defense Operations
  * XXXX 43YY Virtualization and Cloud Security
  * XXXX 43YY Information Assurance
  * XXXX 43YY Senior Project
- With the state approving Collin College to offer Bachelor's degrees, an examination of various fields was performed to find the ones in which there was a high number of job openings and the job openings were significantly higher than the number of graduates to fill

those jobs. Although there is a potential start date of Fall 2019, a more realistic start date would be Fall 2020. Groundbreaking date for new building is not yet set. This program is an academic level degree, but has a strong hands-on technology component and is targeted towards workforce. With 9,000 openings in Texas, 200 are in North Texas, and approximately 50 will require a bachelor's degree. This program will open up the job market to graduates, so no enrollment problems are anticipated. General education requirements were collected from surveys sent out to the advisory committee. A major debate was over general education mathematics, with a big majority wanting a statistics class as part of the program. However, this class isn't transferable to other schools, so that is the reason why algebra is in there. Conceptual Physics was chosen because of the math requirements. A suggestion was made that the physics courses be flipped. Faculty will need to be recruited with challenges anticipated. The Frisco IT Center will open in Fall 2021, and there will be several spaces dedicated to this program. Contained websites and infrastructures will be set up so students can have hands-on practice. For student recruitment, the minority population is very high in this field; however, the female population is not. Program Description wording for marketing the program may be key to attracting the female student population.

- There were concerns that the presentation was premature since all paperwork was not ready. Still a work in process; still needs more components in regards to new program application process. It was suggested to have a "paperwork meeting" once missing components are submitted, with CAB committee voting electronically so there will not be a longer delay in submitting to leadership. Motion to vote provisionally on the program – with recommendation contingent on receipt of missing paperwork (POCA, assessment plan, enrollment plan, advisory board minutes, budget breakdown, and market analysis). Vote – pending and will be expedited and be voted on before next meeting, if possible. CAB strongly supports this BAT.

Expedited Proposal

- Sport and Recreation Management
  - Certificate Level 2 – Sport and Recreation Management
    - The two level one certificates previously submitted and recommended are being combined to make a level two, to give students an additional option.
  - Recommended – Fall 2019

Deans' Liaison Report – Discussion Items

- Discipline leads
  - Selection process
  - Role and duties
  - New discipline leads for 2019-2022
- District Discipline Dean (DDD) – Role and duties
- Online courses should not cannibalize the on-site classroom, but the virtual classroom is coming.
- Price of books for some online courses will be built into course fees and will be lowest possible price. Students can use ISBN to find books, but they cannot be told they have to buy from a certain publisher. Students don't have to buy the book and can opt out and can get a refund before census. Cost of material is fully refunded.
- Labs are paid at 80%, and John Hardesty is looking at cost of paying labs at 100%.
- Recommendation to look at personal leave going into hour increments – was approved to go to Leadership.

Faculty Council Report – No report. The next meeting is next Friday.

Discussion Items – None

CAB Business

- Status of CAB Recommendations – August 23 recommendations are pending.
- Transferring WECM (Workforce) Courses
  - To make it more clear in the catalog to students that some WECM courses aren't transferable
  - Articulation agreements make it easier for WECM courses to transfer
  - Faculty who teach WECM courses that currently do not have an articulation agreement and have high enrollment can look into getting the courses into the ACGM.
- CAB Membership Review – New Associate Deans – Discussion needed for the possible addition of three new CAB members next year due to new associate dean positions added recently.
- January 2019 Meeting Date – January 18
- August 23 Meeting Minutes – Approved
- Other Business – None

Next Meeting – October 26

Meeting ended at 3:50 p.m.

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