CURRICULUM ADVISORY BOARD
October 26, 2018
1:30 pm
CHEC 200
Approved Meeting Minutes

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

Voting Members Absent
Mark Popowski (Cynthia Gruver, proxy), Charles Ring (Cynthia Gruver, proxy), Clair Robertson

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, Marisela Lopez

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

Others Present
Ann Blackman, Francis Choy, Todd Fields, David Malone, David Liska, De'Aira Holloway, Tina Jackson, Lily Quezada, Linda Wee

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

New Curricular Proposals

- Health Information Management (HIM) – Michelle Millen
    - Program Revisions
        - AAS – Health Information Management
    - New Course
        - HITT 2461 Clinical – Health Information / Medical Records Technology/Technician
    - Course Revision – Prerequisite change
        - HITT 2249 RHIT Competency Review – Replace HITT 2361 with HITT 2461
    - Course Terminations – HITT 1160, HITT 2361
    - Existing course being added – ITSW 1304 – Introduction to Spreadsheets – Excel
    - Removal of HITT 1345 – Health Care Delivery Systems – content will be integrated into other HIM courses
    - Due to changes in necessary job skills, changes are being made to the national curriculum; and therefore, the following revisions are being made:
        - Addition of the excel spreadsheet class,as HIM is becoming more data centric.
        - Two clinical classes are being combined into one four-hour clinical, as the first clinical is no longer necessary.
        - The competencies in the health care delivery systems class can easily be absorbed in other courses.
    - Recommended – Fall 2019

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- Automotive Service and Repair – Toni Jenkins
  - New Program
    - AAS – Automotive Service Technician
    - Certificate Level 2 – Automotive Service Technician (AST)
    - Certificate Level 1 – Maintenance and Light Repair (MLR) Technician
  - New Courses
    - AUMT 1305 Introduction to Automotive Technology
    - AUMT 1307 Automotive Electrical Systems
    - AUMT 1310 Automotive Brake Systems
    - AUMT 1312 Basic Automotive Service
    - AUMT 1280 Cooperative Education - Automobile/Automotive Mechanics Technology/Technician
    - AUMT 1316 Automotive Suspension and Steering Systems
    - AUMT 2305 Automotive Engine Theory
    - AUMT 2313 Automotive Drive Train and Axles
    - AUMT 1306 Automotive Engine Removal & Installation
    - AUMT 2317 Automotive Engine Performance Analysis I
    - AUMT 2321 Automotive Electrical Diagnosis and Repair
    - AUMT 1281 Cooperative Education - Automobile/Automotive Mechanics Technology/Technician
    - AUMT 1345 Automotive Climate Control Systems
    - AUMT 1419 Automotive Engine Repair
    - AUMT 2425 Automotive Automatic Transmission and Transaxle
  - There were 31 business leaders representing both industries that were part of the think tank in creating the Automotive Service and Repair and Collision Repair programs. Two-thirds were from the auto industry and one-third were from the collision industry. They validated the critical labor shortage in the labor market. These new programs create a new pipeline for the labor market. The automotive program is trying to help students, particularly dual credit students, learn about these programs and opportunities in the field. There are three levels of technicians C = entry level, B=middle, and A=master techs and a need for the A, B and C level technicians has been identified. Collin College will be preparing B- and C-level technicians. Most students do not become A-level techs until they gain job experience. Both the Automotive Service and Repair and Collision Repair programs are built to industry certification standards. Automotive service Excellence (ASE) program is the accreditor for automotive industry. I-Car is the primary industry recognized standard for the collision repair industry. ASE does do collision repair accrediting and Collin College will look at them for doing most of the accrediting, but I-Car is what is needed in shops. Employers-are finding that the hired hands don't even know the basics. This is where Collin College can come in and fill in the gap to help give students the basics and help them acquire good skills.
  - The technical writing class is being recommended because industry people are saying that this is the course that they would like students to take in place of ENGL 1301. The Coordinating Board does not have-ENGL 1301 as a prerequisite to ENGL 2311 so it might be easy to get it done, but the decision is needed from faculty. This is an ongoing discussion within the College and will be re-visited. Toni will come back to CAB to request the change.
  - Recommended – Fall 2020 – With the understanding that Math is not being limited nor Humanities, and going with ENGL 1301.
- Collision Repair – Toni Jenkins
  - New Program
    - AAS – Collision Repair
    - Certificate Level 2 – Collision Repair
    - Certificate Level 1 – Collision Repair
    - Occupational Skills Award (OSA) – Collision Repair

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- New Courses
  - ABDR 1307 Collision Repair Welding
  - ABDR 1349 Automotive Plastic and Sheet Molded Compound Repair
  - ABDR 1419 Basic Metal Repair
  - ABDR 1431 Basic Refinishing
  - ABDR 1311 Vehicle Measurement and Damage Repair Procedures
  - ABDR 1323 Collision Repair Steering and Suspension
  - ABDR 1441 Structural Analysis and Damage Repair I
  - ABDR 1455 Non-Structural Metal Repair
  - ABDR 1442 Structural Analysis and Damage Repair II
  - ABDR 1458 Intermediate Refinishing
  - ABDR 2345 Vehicle Safety Systems
  - ABDR 2355 Collision Repair Estimating
  - ABDR 2357 Collision Repair Shop Management
- In creation of this program, there were 44 individuals representing 25 businesses and 17 vendors from t12 companies. Collin will get tremendous support from them from software to adhesives and other items needed for the industry. Toni has been in constant contact with collision repair professionals, but they haven't had the next advisory committee meeting as of yet, but it is expected that they can get it done within the next few weeks. When talking to industry experts, Toni found out the importance of having a down draft paint booth, but the tech center architects were concerned because of the parking garage. Brett Hall, an instructor at the AkzoNobel paint vendor training center in Fort Worth, held a meeting with architects and told them about the importance of having a draft paint booth. The concerns were that it was too expensive, but Ken Lynn was adamant to go with what the program needs and what is best for students, so we now have down draft paint booth. There will also be a different style of paint booth that will help students see the advantages and disadvantages of each type of paint booth. The down draft booth is used for doing an entire car, while the other type is used just for parts. Clark Plucinski from the Collision repair education foundation has also been working with Toni and he has helped build network with senior VPS with major connections and has also made connections for us with I-Car and other organizations. The classes will be 18 to 20 students maximum for safety purposes and other logistics. It is predicted that the day classes will be filled with dual credit students and the night classes will be mostly community members. There are no faculty as of now. Faculty and space availability is going to be a factor in regard to enrollment, and a recruitment challenge is expected. However, there is demand for this program. There is also a need to find the right fit for faculty who can teach adults, dual credit, etc. and has expertise in the field, but this is going to be part of the recruitment challenge.
- Recommended – Fall 2020 – With the understanding that Math is not being limited nor Humanities, and going with ENGL 1301

Deans' Liaison Report

- Concur travel issues
  - Streamlining the process and trying to make it easier to travel
  - Issuing P-Cards so certain faculty/staff will have own credit card to travel with
  - Justification for travel will be required. The summary that is completed after a trip is in discussion, such as the extent of what will need to be discussed is being considered. The Business Office is looking into this.
  - Another proposal is to change the way per diem is done. The proposal is to provide a flat per diem. Dr. Matkin's report mentioned replacing Concur and Banner. If changes go through, it will be easier in that as long as the allocated amount is not exceeded, spending justification will not be required.

Faculty Council Report

- Subcommittee working on syllabus management.
- Exploring embedded textbooks
- Working on requirements to pay for parking and faculty giving input.

Discussion Items - None

CAB Business

- Status of CAB Recommendations: All recommendations have gone to Instructional Leadership
- September 21 Meeting Minutes – Approved
- Other Business – None

Next Meeting – November 16

Meeting adjourned at 3:00 p.m.

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