CURRICULUM ADVISORY BOARD
November 16, 2018
1:30 pm
CHEC 200
Approved Meeting Minutes

Voting Members Present
Cynthia Gruver – Chair, Catie Brooks, Kathy Fant, Sean Geraghty, Tony Howard, Linda Kapocsi, Kerry Loinette, Kim Lower, Gwen Miller, Tom Ottinger, Mark Popowski, Charles Ring, Clair Robertson, Michael Rose, Diane Schull, Greg Sherman, Donna Smith

Voting Members Absent
Rodney Boyd, Barry Piazza

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
David Liska, Tina Jackson, Linda Wee

Cindy called the meeting to order at 1:35 p.m.

New Curricular Proposals

- HVAC – Mike Coffman
  - Program Revisions
    - AAS – HVAC
    - Certificate Level 2 – HVAC Commercial Servicing Certification (Title Change)
    - Certificate Level 1 – HVAC Residential Servicing Certification (New)
    - Certificate Level 1 – HVAC Entry Certification (Title Change)
    - New Courses
      - HART 2334 Advanced A/C Controls
      - HART 2341 Commercial Air Conditioning
      - HART 2342 Commercial Refrigeration (Credit hour change)
      - HART 2343 Industrial Air Conditioning
      - HART 2349 Heat Pumps (Credit hour change)
      - HART 2358 Testing, Adjusting, and Balancing HVAC Systems
    - Course Revision
      - HART 2345 Residential Air Conditioning Systems Design (Contact hour change)
    - Modifications are being done to the HVAC program even though it is only a year old. The program has had much success in its first year; faculty retention is good and enrollment has been solid. The program started with no publicity, and no recruiting was done to get students into the program. Out of the 12 spaces for the program, 11 students enrolled, and all 11 have completed the level 1 certificate and are currently employed full time in the HVAC field. Those 11 students have returned for the level 2 certificate this semester. The number of students currently enrolled has gone up to 14, and 20 are on a wait list to get into the program, so the next round is full. The changes to the program are being made because as the faculty taught the classes, it became apparent that all of the

COLLIN COLLEGE

WECM objectives were being covered midway through the program. Faculty and industry leaders determined that more than residential work could be offered. The revisions were reviewed and approved by the advisory committee. Redundancies were removed, and some classes were decreased from 4 to 3 credit hours because the content could be done in a shorter time.

- Recommended – Fall 2019

♦ Veterinary Technology – Tiffany Heitz / Kimberly Head

- New Program
  - AAS – Veterinary Technology
  - New Courses
    - VTHT 1301 Introduction to Veterinary Technology
    - VTHT 1105 Veterinary Medical Terminology
    - VTHT 2321 Veterinary Parasitology
    - VTHT 1313 Veterinary Anatomy and Physiology
    - VTHT 1217 Veterinary Office Management
    - VTHT 2201 Canine and Feline Clinical Management
    - VTHT 2323 Veterinary Clinical Pathology I
    - VTHT 1249 Veterinary Pharmacology
    - VTHT 1280 COOP-ED Veterinary/Animal Health Technology
    - VTHT 2331 Veterinary Clinical Pathology II
    - VTHT 1245 Veterinary Radiology
    - VTHT 1341 Anesthesia and Surgical Assistance
    - VTHT 2325 Large Animal Assisting Techniques
    - VTHT 2213 Lab Animal Clinical Management
    - VTHT 2205 Equine Clinical Management
    - VTHT 2439 Veterinary Nursing Care
    - VTHT 2280 COOP-ED Veterinary/Animal Health Technology
    - VTHT 1271 ST VTNE Prep Course
- Texas does not require a degree or licensure for vet technicians. Veterinarians would prefer to have licensed vet techs, but there are not enough in the industry. Many states are requiring licenses for vet techs, and Texas will probably follow the trend. Regionally, Cedar Valley is the only college offering this program in this area. Austin, Waco, and Houston are the only other places offering this program in the state, so it is of benefit to us to offer the program. The median wages for vet technicians is $50,000 and licensed vet technicians make more. There are many specialties in the vet field other than working in a hospital, such as zoos, etc. Currently, there are 50 enrolled students in the continuing education veterinary assistant program, and the program originally started at 20 a year, so it has steadily grown. Industry people are contacting Collin College to see if we offer a vet technician program, and many high schools are picking up the vet tech certificate, so there is a large pool of potential applicants to pull from for the program. There is also a large pool of resources through the partners and vendors, such as hospitals and mobile clinics. The American Veterinary Medical Association (AVMA) is the accrediting body that the curriculum was based upon. For accreditation, a certain percentage of pass rate is required; therefore, the prep course is needed. Tarleton State University has a full online bachelor degree, so Collin College is working on an articulation agreement with them. Another plan is to link the new courses to allow continuing education students to take those courses as well. The vet tech program will be at the Wylie campus, and there will be 15 students to start off in the cohort class. The plan is for a director to be hired in February with the program to start in Fall of 2019.
- Recommended – Fall 2019

Presentation

♦ Tina Jackson, Director of Developmental Education, gave an overview of the recent initiatives and projects taking place within the department.

Deans' Liaison Report

- The Institutional Review Board process is changing. The website will have updated information.
- Dr. Schumann talked about credit and non-credit and gave an overview.
- Dr. Matkin will be visiting different campuses to talk about the virtual campus. Further information to come.
- Discussions are ongoing regarding the creation of a dual credit focus group.
- Review is taking place regarding discipline lead responsibilities.
- Discussion is taking place regarding the English courses.
- A faculty credentialing manual is being created and will be distributed to faculty for review once finished.

Faculty Council Report - None

Discussion Items - None

CAB Business

- Status of CAB Recommendations – All recommendations to Academic Leadership have been approved.
- October 26 Meeting Minutes – Approved
- Other Business
  - The Workforce Committee met to discuss ENGL 1301 and ENGL 2311.
  - Discussion is underway for implementation of the Marketable Skills Initiative.
  - The General Education Core Curriculum is being reviewed by the legislature for possible decrease from 42 hours to 36 hours. Removal of the Component Area Option is under discussion. As citizens, we can appeal to our legislatures.

Next Meeting – December 7

Meeting adjourned at 3:45 p.m.

COLLIN COLLEGE