**CURRICULUM ADVISORY BOARD**
**February 1, 2019**
**1:30 pm**
**CHEC 225**
**Approved Meeting Minutes**

**Voting Members Present**
Cynthia Gruver – Chair, Catie Brooks, Jillian DeShazo, Kathy Fant, Sean Geraghty, Tony Howard, Linda Kapocsi, Kim Lower, Gwen Miller, Tom Ottinger, Barry Piazza, Mark Popowski, Charles Ring, Michael Rose, Diane Schull, Donna Smith

**Voting Members Absent**
Rodney Boyd (Mark Popowski, proxy), Kerry Loinette (sabbatical), Clair Robertson, Greg Sherman (Charles Ring, proxy)

**Non-Voting Members Present**
Brenda Carter – Deans' Liaison, Karen Musa – Deans' Liaison, Gloria Hurtado – Institutional Research Liaison, Cindy Pokrywa – Student Enrollment Services Liaison, Cameron Neal – Academic Partnerships Liaison, Diana Hopes, Karen Murph, Marisela Lopez

**Non-Voting Members Absent**
Jamie Mills – Academic Partnerships Liaison

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

Cindy called the meeting to order at 1:34 p.m.

Introduction of new committee member Jillian DeShazo. She is filling in for Kerry Loinette while she is out on sabbatical.

**New General Proposal**

- Associate of Arts (AA) Degree Requirement Revision – Brenda Kihl
  - The Academic Policy and Procedure Committee is recommending elimination of the sophomore literature graduation requirement from the AA degree. The recommendation came forward as result of the AA/AS program review and some of the questions and comments that have come from advisors. One of the challenges facing students is the sophomore literature requirement. Some have chosen not to graduate because they do not want to take a sophomore literature course that is not required for their degree. Therefore, this requirement had become a barrier to completion. Removing the requirement was a difficult decision, but the committee wanted to do what was best for the students. After much discussion and many comments collected, the committee voted for the change. The sophomore literature courses will remain in the core.
  - Recommended – Fall 2019 (16 for, two against, 1 abstention)

**New Curricular Proposals**

- Developmental Math – Jason Smoot
  - New Course
    - MATH 0405 Math Foundations
    - It has been discovered that some students lack basic foundational math skills, so the proposal is to merge MATH 0302 and MATH 0406 and modify outcomes to create MATH 0405. The course will include basic statistical outcomes, finance material, percentage-

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based problems, and word problems to help get them ready for statistics. It will also help expose them to different math aspects so they can make a more informed decision as to what path they want to take going forward. If they are a student who is at a five or six level, they will take this course by itself, but if they are at a lower level, they will take the NCBO with it. A student coming in Fall could be done with their math by May. The plan is to pilot this course in Spring of 2020.
    * Recommended – Spring 2020

- Electronic Engineering Technology – Mike Coffman
  - Program Revision
    * AAS – Electronic Engineering Technology
  - New Course – Will be an elective option
    * SUAS 1371 Small Unmanned Ariel Systems (Drones)
    * The drone topic has come up in several advisory committee meetings. The Federal Aviation Administration (FAA) has a governing body over commercial drone use and by far, the most drone usage is in small unmanned aerial. Drones are used for surveying, mapping, and inspection. The reason it needs to be a single course versus an entire program is that the advisory committee realized that GIS, electronics, and drafting all need information about drones; therefore, it made more sense to have a single class that multiple degree programs can use rather than develop an entire program. It was put in the electronics program because all the drone's flights, communications, and operations are electronic. If students had more questions about how and why the drone worked, it was thought that electronics would be the best program to address those questions. One of the reasons why TSI is the only requirement to enroll in the drone course is because of the possibility that other disciplines will be wanting their students to take this class. The single class covers everything a student needs to know to be able to fly a drone commercially, and the course will prepare students to take the FAA part 107 test. Initially this course will be a 16 week course, but the expectation is that it will become an eight week course. This course can be taught at any campus because the drones are fairly portable, but will more than likely be taught at the tech center. An instructor will need to be hired and would preferably be someone who has taught the drone class before and has some software knowledge. If they had their pilot license, that would be a plus, but they must be FAA part 107 certified.
    * Recommended –Fall 2019
- Bachelor of Science in Nursing (BSN) – Betty Veasy / Kathleen Blust / Jon Hardesty
  - New Program - Bachelor of Science in Nursing (BSN)
  - New Courses:
    * NURS 3210 Transitions to the BSN Role
    * NURS 3220 Health Promotion Across Lifespan
    * NURS 3330 Ethics in Health Care
    * NURS 3340 Population-focused Community Health I/Clinical
    * NURS 3450 Advanced Health Assessment/Clinical
    * NURS 4115 Healthcare Organization
    * NURS 4225 Nursing Informatics
    * NURS 4235 Health Care Quality
    * NURS 4345 Population-focused Community Health II/Clinical
    * NURS 4355 Research and Evidence-based Practice
    * NURS 4465 Leadership and Management/Clinical
  - Each syllabi has been provided as requested. The committee used an education consultant and the nursing board to create the courses. It was recommended that more critical thinking courses be included, so much of the coursework has presentation and projects in lieu of tests. It was a strong recommendation from accreditors and the board of nursing that a clinical component piece be part of each semester. Students will be responsible to work with

community partners and agencies on projects and presentations. The board felt this would help the students obtain a deeper level of understanding. The other recommendation was to show continuity in rubrics, so even if the topics are different in classes, the discussion rubric would be the same. The clinical rubrics include all essentials for being a nurse, and that rubric goes through all the courses. Much research was done to see what types of other courses were being offered at other institutions. Some updates have been made to the syllabi, and the rubric will change from RNSG to NURS. The format of the curriculum is concept based, which fits well with new requirements that state it must be a 60-hour program. The nurses that have taken the AAS program will find it easier to transition into the BSN because the curriculum will follow the same flow as the AAS. The advantage to Collin's program is that it is face-to-face, which came from surveying students Collin is also less expensive than other nursing programs. This program is projected to start Spring 2020, but it depends on Coordinating Board, Board of Nursing, and SACSCOC approval.

- Recommended – Spring 2020

♦ Insurance Management – Karen Musa

- New Program
  * AAS - Insurance Industry Track
  * AAS - Sales and Agency Track
  * Certificate Level 1 - Insurance Industry
  * Certificate Level 1 - Sales and Agency
  * Certificate Level 2 - Insurance Industry
- New Courses
  * BUSG 2380 Cooperative Education - Business/Commerce, General
  * INSR 1301 Commercial Insurance
  * INSR 1305 Personal Insurance
  * INSR 1345 Commercial Liability Risk Management and Insurance
  * INSR 1351 Essentials of Risk Management
  * INSR 1353 Insurance Operations
  * INSR 1355 The Legal Environment of Insurance
  * INSR 1374 Personal Lines Insurance Underwriting
  * INSR 1375 Insurance Data Analytics
  * INSR 1391 Special Topics in Insurance
  * INSR 2311 Workers Compensation and Medical Aspects of Claims
  * INSR 2319 Liability Insurance Claims Adjusting
  * INSR 2340 Multiline Insurance Sales and Marketing
- The Insurance Management program is designed to prepare students for a variety of positions in the insurance industry. O*net and the department of labor were referenced when determining knowledge, skills, and abilities (KSA). These KSAs were later aligned to courses. The advisory board felt two tracks were needed at Collin. One track for more general insurance and one for sales and agency. The Associate in General Insurance (AINS), the Associate in Claims (AIC), and the Institutes Chartered Property Casualty Underwriter (CPCU) will give students a designation, and they will be able to sit for an exam. Some courses from other programs will be utilized. Currently, Collin faculty are in communication with faculty at UNT, and there is interest in working together in creating a BAAS with a concentration in insurance and risk management. There are also opportunities to work with State Farm. External accreditation has not been explored as of now, but we will be looking into it. We would be the only community college in this area that would offer this. The hope is that the faculty position would be filled by Fall 2019, with a projected program start date of Spring 2020. Students would be encouraged to take the licensure, and it would be promoted in the courses. The Institutes Risk and Insurance Knowledge Group and the Texas Department of Insurance (TDI) would be the agencies for certification or licensure.
- Recommended – Spring 2020

**Deans' Liaison Report** – No report

**Faculty Council Report** – No report

**Discussion Items**

- Marketable Skills – It was determined that it would be helpful to establish a subcommittee. The target date is to have a process in place before the end of the calendar year. The hope is to roll it out to the larger population as soon as is practical. The state recommends that faculty be involved in the process by being part of the committee and working with administrators, deans, associate deans, industry leaders, and coaches to assess the program level outcomes and to identify what skills students need in order to align to those outcomes. Also to determine which skills students can use to market themselves in the market place. Faculty would then need to present those outcomes to students. The role of the discipline leads will be determined as the process goes on. It is in its initial state, and a process needs to be developed so that a prototype can be created. CAB members are asked to help create a process and to work with discipline leads to help roll it out. There will be many opportunities for training and mentoring going forward.

**CAB Business**

- Status of CAB Recommendations – Geospatial was approved, but with clarification needed on the elective options.
- January 18 Meeting Minutes – Approved
- Other Business – Introduction of the updated New Program Proposal form.

**Next Meeting** – March 1

Meeting adjourned at 3:30 p.m.

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