

CURRICULUM ADVISORY BOARD

April 5, 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, Barry Piazza, Charles Ring, Michael Rose, Diane Schull, Greg Sherman, Donna Smith

Voting Members Absent

Rodney Boyd (Sean Geraghty, proxy), Kerry Loinette (sabbatical), Tom Ottinger (Cindy Gruver, proxy), Mark Popowski (Charles Ring, proxy), Clair Robertson (Michael Rose, proxy)

Non-Voting Members Present

Brenda Carter – Deans' Liaison, Cindy Pokrywa – Student Enrollment Services Liaison, Karen Murph, Marisela Lopez

Non-Voting Members Absent

Gloria Hurtado – Institutional Research Liaison, Jamie Mills – Academic Partnerships Liaison, Karen Musa – Deans' Liaison, Cameron Neal – Academic Partnerships Liaison, Diana Hopes

Others Present

Lacy Castleman, Francis Choy, Todd Fields, David Liska, David Malone, Lily Quezada

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

New Curricular Proposals – No Items

Deans' Liaison Report – There was discussion about the syllabus management system. The committee recommended a management system; however, there were some compliance concerns in regard to posting syllabi. This endeavor is being moved to the new Innovation Office, and the hope is that within the year there will be a purchase of a new syllabus system.

Faculty Council Report – No discussion

Discussion Items

- ◆ Summer 2019 Meeting – July 19, 9-11:00 am – This was the most popular time according to the doodle poll votes. Members will be able to use a proxy for this meeting, but they must let their proxy know how they intend to vote. If there are no programs being presented in July, the meeting will be canceled.

CAB Business

- ◆ Marketable Skills Subcommittee Updates – The Marketable Skills project needs to be completed by December 2020. The idea is to do it in three rounds. In the first round, Cindy Gruver will be working on her program, and others who want to work on theirs can also join in during this round. In the second round, provosts might be asked to select programs from their campuses. Finally, in 2020, all remaining programs will be participating. The subcommittee is considering having five to seven skills for each program. These skills will reside on Collin.edu, but it is not yet known where on the website this will be housed. The most common, most marketable skills will be chosen. The core competencies are also being considered to be used so there could be a



critical thinking marketable skill, for example. The discipline lead for each program will be responsible for the production of the marketable skills. Once they are completed, they will be taken to the program advisory committee who will then vote on the final five to seven skills. Once the advisory committee approves, the skills will then come to CAB for voting – probably on an expedited agenda, unless anyone feels that a presentation is warranted. Senior leadership would then review and take the final vote. Marketable skills are being considered to be added as part of the program review. These skills are on a program level and not on a course level. Any questions/concerns are welcome. If CAB members want to get more details about anything, or tweak anything, or help with the marketable skills, they are welcome to join the subcommittee. Members are encouraged to think about things that might need to be done differently and/or encouraged to add their expertise. A vote will be taken at the May meeting.

- ◆ CAB Operational Procedures and Guidelines Updates – The guidelines are being revised in light of the abstention issue that came up during the last meeting. There are three modifications being considered. The first is concerning the impact that abstentions will have on a vote. It is being recommended that an abstention would count towards quorum, but would not count towards a positive or negative vote. The second is regarding the summer quorum. Since some of the members will not be available during the summer, the suggestion is to decrease the quorum requirement during the summer. The third modification has to do with sensitive/contentious content. A concern is that some members might not feel comfortable sharing their thoughts/opinions openly. As a possible solution, a recommendation has been made that non-CAB members who might be impacted by the discussion could be asked to step out of the meeting. A CAB member who might be affected could remain and join in the discussion but would not vote. It would be good to formalize this so that it doesn't single anyone out. A proposal of these suggested revisions has been drafted and will be voted on at next meeting.
- ◆ Membership Rotations – Committee members who would like to continue on in CAB must talk to their Associate Dean and Dean. Deans will be notified of those members who are rotating off, so members are encouraged to speak to the Associate Deans and Deans as soon as possible. As a side note, as Collin hires new Associate Deans and Deans with the opening of the new campuses, the committee member numbers will need to be increased due to membership guidelines.
- ◆ Status of CAB Recommendations – All recommendations have been approved.
- ◆ March 1 Meeting Minutes – Approved

Next Meeting – May 3

Meeting adjourned at 2:10 p.m.

