CURRICULUM ADVISORY BOARD
May 3, 2019
1:30 pm
CHEC 225
Approved Meeting Minutes

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

Voting Members Absent
Kerry Loinette (sabbatical), Kim Lower

Non-Voting Members Present
Brenda Carter – Deans' Liaison, Karen Musa – Deans' Liaison, Cindy Pokrywa – Student Enrollment Services Liaison, Diana Hopes, Karen Murph, Marisela Lopez

Non-Voting Members Absent
Gloria Hurtado – Institutional Research Liaison, Jamie Mills – Academic Partnerships Liaison, Cameron Neal – Academic Partnerships Liaison

Others Present
Lacy Castleman, Todd Fields, De'Aira Holloway, Tina Jackson, David Liska, David Malone, Ben Miro, Lily Quezada

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

New Curricular Proposals

- Activity Care Professional – Karrie Newby
  - New Program – The decision to start this program stemmed from the fact that Certified Nurse Aide (CNA) students have not been able to put their CNA degree to use, with some students not even taking the test to obtain it. It was thought that if students were given the opportunity to do something more meaningful with a CNA degree, they would do so. A study was conducted and found that companies are looking for people who have a CNA degree with activity care experience. The proposed program will give students 200 clinical hours and will provide the experience needed to get a position in the field. If a student wants to continue their education after Collin, this program will feed into a BS or BA. It can fit into psychosocial and other areas as well. Currently, there is one healthcare professional for every 148 baby boomers, with projections that number will soon increase to an additional 65. Therefore, this career will provide a service that nursing homes aren't able to. A student can work in the home healthcare field and give people the opportunity to continue having a meaningful life. Aetna offers a senior care policy that will pay for activity care professionals. By having coverage through insurance, a person will be able to stay home and have someone come to their house and drive them places, which will allow them to continue to have a meaningful life. Students are being enticed into this field by a $5,000 sign on bonus because it is a needed profession. UNT has expressed interest and is looking at this program to fit in with their BS in Kinesiology. In addition, community members who have a health certificate might be interested if they haven't been able to get a job in their field. The initial plan is to start this program in dual credit. CNA students will be accepted because the CNA goes right into the Activity Care Professional. To start, it will be Fall enrollment only, but will expand if the need is there. The reason this program is combined with CNA is because it creates a complete

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healthcare provider. This program was tried in CE, but the belief is that it didn't do well because it wasn't combined with the clinical. The CNA aspect of the degree is needed in order to understand the healthcare side. Activity Care is also needed in other areas such as autism, special education, etc. All full time faculty will be certified, with associate faculty being certified as needed.

    - AAS - Activity Care Professional
    - Certificate Level 1 - Activity Care Professional
    - Certificate Level 1 - Activity Care Professional - Certified Nurse Aide (CNA)
    - OSA - Activity Care Professional - Certified Nurse Aide (CNA)
- New Courses
    - GERS 1160 Clinical – Gerontology
    - GERS 1301 Introduction to Gerontology
    - GERS 1304 Activity Directing I
    - GERS 1307 Activity Directing II
    - GERS 2160 Clinical – Gerontology
    - GERS 2161 Clinical – Gerontology
    - GERS 2232 Advanced Activity Director
    - GERS 2333 Legal and Ethical Issues
- Course Revision
    - NURA 1160 - Prerequisite change
- Recommended – Fall 2020

♦ Medical Assisting – Leon Deutsch

- New Program – Medical Assistants (MA) can be hired in hospitals, clinics, urgent care facilities, and every specialty doctor's office. Physicians are relying more on MAs, and the need is increasing. There are a few other program options in DFW at El Centro and Tarrant county but are more expensive. Students will work in a doctor's office for four weeks for hands on experience. The two year degree is good for students who want to go into management or move on to a bachelor degree in healthcare administration. At the end of the program, students will complete 160 hours in a clinical setting and will be working 40 hours a week assisting the physicians. For the dual credit plan, students will ideally start in their freshman year and get into the curriculum in their sophomore year, and by end of senior year they can possibly graduate with three certifications. This program is a good way for students to get their foot in the door and see what aspects of the medical industry they like. This program is projected to be as strong as the EMT program, and there is already interest from several physicians' offices.
    - AAS - Medical Assisting
    - Certificate Level 1 - Medical Assisting
- New Courses
    - HPRS 2321 Medical Law and Ethics for Health Professionals
    - MDCA 1154 Medical Assisting Credentialing Exam Review
    - MDCA 1309 Anatomy and Physiology for Medical Assistants
    - MDCA 1321 Administrative Procedures
    - MDCA 1360 Clinical – Medical/Clinical Assistant
    - MDCA 1417 Procedures in a Clinical Setting
    - MDCA 1448 Pharmacology & Administration of Medications
    - MDCA 1452 Medical Assistant Laboratory Procedures
- Recommended – Fall 2020

♦ Pharmacy Technician – Juli Westcott (Michelle Kelly)

- New Program – There is a high demand for pharmacy technicians with a 12% increase in need being predicted according to industry people. Collin would be the first college in the area to offer this type of program. The expectation is to begin with adult classes, community,

and one high school, and as the program goes on, additional high schools would be added each year. Currently, there is no dual credit pharmacy technician program. ISDs have dropped this program because of the American Society of Health-System Pharmacists requirements for so many hours. As the aging population continues to grow, the need will continue to grow. The majority of the courses will be traditional but may include online work; 60% lecture, 40% lab. Accreditation will be through the Pharmacy Technician Certification Board (PTCB). To become accredited, the curriculum needs to be submitted and then students can sit for the exam.

    - AAS - Pharmacy Technician
    - Certificate Level 1 - Pharmacy Technician
    - OSA - Pharmacy Technician
- New Courses
    - PHRA 1102 Pharmacy Law
    - PHRA 1143 Pharmacy Technician Certification Review
    - PHRA 1160 Clinical - Pharmacy Technician/Assistant
    - PHRA 1201 Introduction to Pharmacy
    - PHRA 1209 Pharmaceutical Mathematics I
    - PHRA 1247 Pharmaceutical Mathematics II
    - PHRA 1305 Drug Classification
    - PHRA 1345 Compounding Sterile Preparations
- Recommended – Fall 2020

♦ Business Field of Study – Wendy Gunderson

- Program Revisions – The current Field of Study (FOS) has been in place for about 15 years and the state of Texas, through the Texas Higher Education Coordinating Board (THECB) has been creating and adjusting the fields of study for the past couple of years. The Business FOS has been updated, with MATH 1325 being replaced with MATH 1324, and new course BUSI 2305 being added. Additionally, the learning outcomes for BCIS 1305 have been updated. The current Business FOS is the one that we have most graduates from and is the most popular. The students that are currently in the Business FOS will continue under the old catalog.
- New Course
    - BUSI 2305 Business Statistics – It won't be offered until Spring 2020 to make sure students have the required prerequisites.
- Course Revisions
    - BCIS 1305 Business Computer Applications
- Recommended – Fall 2019

♦ English – Wendy Gunderson

- New Course
    - ENGL 2341 Forms of Literature – This one-semester course is being added to replace ENGL 2342 and ENGL 2343 that are being deleted from the ACGM. There are 17 schools that currently teach ENGL 2341 or an equivalent course. The foresight is that this will allow for better transferability by combining the two terminated courses. The course objectives will be the same as in ENGL 2342 and ENGL 2343.
- Course Terminations – These courses are being terminated by the state.
    - ENGL 2342 Forms of Literature I
    - ENGL 2343 Forms of Literature II
- Recommended – Fall 2019

♦ Core Review – Wendy Gunderson

- ENGL 2341 – Requesting this take the place of ENGL 2342 and ENGL 2343 in Collin's general education core.

- Recommended – Fall 2019

Deans' Liaison Report

- The PLA committee had recommended a full implementation; however, the deans suggested it start as a pilot program to increase chances of getting funded. The committee has met and is making good progress.
- There was also a discussion regarding faculty load.
- The deans' retreat will take place in the summer, and they will be looking at being consistent in terms of procedures and interpretation of policies.
- Evaluation of foreign transcripts is being reviewed.

Faculty Council Report – No report

Discussion Items – None

CAB Business

- Marketable Skills Subcommittee Update – Several departments have volunteered as the first group to participate. The committee is still working on procedures. Ideally, they will have procedures to review at the July meeting. The committee will also be working on a video. If interested in helping, volunteering, mentoring, etc., please sign up. A note will be sent out once the draft is posted. The committee would like to get through several programs this year, with all 52 programs needing to be completed by December 2020.
- CAB Operational Procedures and Guidelines – Revisions were approved. Further review will take place to address topics such as abstentions and recusal. Tony Howard will draft a proposal.
- Membership Rotations – If a member's term is ending but would like to continue for another term, they are encouraged to speak to their Associate Dean. The Associate Deans have requested some feedback from CAB as to the process of nominating faculty for CAB membership. Although Associate Deans can make recommendations, the Dean has the final approval. This issue will be brought to the Deans committee in May.
- Summer 2019 Meeting – July 19, 9-11:00 am – **This meeting has since been moved to July 29 at 1:00 pm.**
- Status of CAB Recommendations – All proposals have been approved, and the programs presented today will be presented to Leadership this Friday.
- April 5 Meeting Minutes – Approved with the change to add proxy.
- 2019-20 Meeting Dates – This will be tabled for now and will be discussed in July. The goal is to align the CAB meetings with the VPP meetings.
- 2019-20 CAB Chair Elect – Anyone interested should forward their name to Karen.
- Certificates of Appreciation – Certificates were presented.
- Other Business – No other business.

Next Meeting – July 19 – **This meeting has since been moved to July 29.**

Meeting adjourned at 4:10 pm

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