CURRICULUM ADVISORY BOARD
September 27, 2019
1:30 pm
CHEC 200
Approved Meeting Minutes

Voting Members Present
Gwen Miller – Chair, Sean Geraghty – Chair Elect, Adrienne Caughfield, Jillian DeShazo, Kathy Fant, Cynthia Gruver, Tony Howard, Linda Kapocsi, Kim Lower, Paul Manganelli, Tom Ottinger, Barry Piazza, Mark Popowski, Charles Ring, Steve Rizzo, Clair Robertson

Voting Members Absent
Joan Hunsaker (Gwen Miller, proxy), Michael Rose (Jillian DeShazo, proxy), Donna Smith (Cindy Gruver, proxy)

Non-Voting Members Present
Brenda Carter – Deans' Liaison, Karen Musa – Deans' Liaison, Gloria Hurtado-Diaz – Institutional Research Liaison, Lacy Castleman, Diana Hopes, Marisela Lopez

Non-Voting Members Absent
Cameron Neal – Academic Partnerships Liaison, Cindy Pokrywa – Student Enrollment Services Liaison Karen Murph

Others Present
De'Aira Holloway, Monica Jones, Jane Leach, Craig Leverette, Jane Lopes, Marina Kuryshina, David Malone, Lily Quezada, Andrea Szlachtowski, Anne Thornton

Gwen called the meeting to order at 1:31 p.m.

New Curricular Proposals

- **Banking and Financial Services – Karen Musa**
  - New Program
    - AAS – Banking and Financial Services
    - Certificate Level 1 – Banking
    - Certificate Level 1 – Financial Services
  - New courses
    - BNKG 1303 Principles of Bank Operation
    - BNKG 1340 Money and Financial Markets
    - BNKG 1345 Consumer Lending
    - BNKG 1347 Bank Marketing
    - BNKG 1349 Commercial Lending
    - BNKG 1356 Analyzing Financial Statements
    - BNKG 2380 Cooperative Education – Banking and Financial Support Services
    - BUSA 1313 Investments
    - BUSA 1315 Investments and Securities
    - BUSG 1304 Financial Literacy
  - The idea for this program came from the master plan regarding the types of programs Collin County needs. Banking and Financial Services is a huge industry. Collin County has a good representation in this field. There are other colleges in Texas that offer a similar program, such as Houston Community College and San Antonio College. The Banking and Financial curriculum for the Collin program is more aligned to the San Antonio program. Houston's

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program has been around for 40 years. Northlake is the local community college that offers a similar program, but is highly focused on mortgage banking, which is different than the proposed program for Collin. There are several jobs available in the DFW area for this industry. The outlook for opportunities for the next seven to ten years is above average. The Advisory Committee was drawn from a good cross section of the Banking and Financial Services sectors. Some KSIs were identified during one of the advisory meetings, so the courses were put together and vetted to determine what should or should not be in the curriculum. All the courses in this program are three credit courses. There was a debate about the Economics class. The other programs that were looked at listed ECON 1301 as the preferred course, but the advisory committee thought it should be left more open to give students a choice. They wanted the general education courses to be as flexible as possible. Ethics will be addressed in every course. There are some schools that offer BAAS (Bachelor of Applied Arts and Sciences) programs, so Collin might be able to articulate with those schools. Representatives from the University of North Texas (UNT) were at the second advisory committee meeting, and they discussed the importance of having a concentration or focus. They will take that back to their campus and see what type of focus they can come up with. The hope is that a BAAS can be molded with a concentration for Collin students. There is no external accreditation for now; nor are there any additional student fees, or admission/graduation requirements for this program. All modalities will be looked at as far as course delivery, but nothing has been specified at this time. There is an opportunity further down the road for linked courses and continuing education courses for this program. Collin faculty will be looking into enriching relationships with some of the vendor partnerships aside from those with the advisory members. A couple of vendor partnerships have student memberships such as Financial Planning Association and Financial Management Association. In developing the program and talking to leadership, it was decided that it would be best to launch this program at the Plano campus and then grow it out from there, to possibly be offered at Wylie but on an opposite schedule. Some of the general education courses will be offered at Wylie, so students can take those classes there. This program would start with one full-time faculty that would also take on the role of discipline lead. The credentials will require a master's degree in finance or a related field. It is important for the management programs that this person have at least five years of industry experience in management programs.
- Recommended for Spring 2021.

♦ **Civil Engineering – Mike Coffman**
- New Program
    - AS – Civil Engineering Field of Study (FOS)
    - Before Fall of 2018, there was only one Engineering FOS for all the Engineering disciplines. They were not separated by the state of Texas. Effective Fall 2018, it was split into four groups – Chemical, Civil, Electrical, and Mechanical. We only chose Civil, Electrical, and Mechanical because when the data was examined regarding where students transferred after Collin and what majors they declared, only three students had gone on to study Chemical Engineering. With this information, it was decided that those numbers weren't enough to support building the classes, faculty, etc. The numbers were good with the other three engineering disciplines, however. This program had traditionally been a certificate program and was not tied to a degree until it was allowed to be an Associate of Science (AS) degree. The Engineering AS degrees are not core complete degrees. The reason they are set up this way is because a pursuit of a certificate-only program causes difficulties for students with financial aid and veterans' benefits. To get benefits, a student must be taking part in an approved program, and students seeking a certificate-only Engineering FOS were considered to not be in an approved degree program. The state of Texas finally allowed an AS program where a degree could be obtained even

though it is not core complete, but that also works for financial aid and veteran benefits. The approved FOS certificate programs have been up and running for three years now and the data has been analyzed to make sure that these certificates have indeed been transferable. There have been no issues with transferability within the state of Texas. The second university where most students go after leaving Collin is the University of Arkansas at Fayetteville (UArk), which is outside of Texas and so they are under no obligation to accept a student's credits. The associate degrees that would come out of the Collin FOS programs were mapped out to see how they would fit into UArk's program. After Collin faculty consulted with staff at UArk, it was determined that it wouldn't be a problem to accept the AS credits, so this degree will transfer into UArk as well. All the courses in these degrees currently exist, and all equipment and faculty are in place as well. The Collin Civil Engineering classes in this program match what the University of Texas at Dallas (UTD) does. Students will get a reasonable amount of core courses in this program, but will not be core complete. This is a consistent program for the entire state, and while there was some flexibility in choosing courses, the recommended FOS was mostly followed. The Engineering FOS Certificates will still be available, and these AS programs do not replace those.
    - Recommended for Spring 2020.

- **Electrical Engineering – Mike Coffman**
  - New Program
    - AS – Electrical Engineering Field of Study (FOS)
    - The difference in this program is the electrical circuit analysis component. The FOS pulled out the Civil and Mechanical Engineering classes and put in the electrical circuit course. It was not in the curriculum previously because Differential Equations was a prerequisite for Circuit Analysis, but it is now a corequisite for the Circuit Analysis courses. The first part of the class is analysis and the second part focuses on the design part so that is why Differential Equations is needed for these courses.
    - Recommended for Spring 2020.

- **Mechanical Engineering – Mike Coffman**
  - New Program
    - AS – Mechanical Engineering Field of Study (FOS)
    - This program is similar to the Civil Engineering program, but the difference is that the mechanical advisory group thought the Electrical Circuits I course was needed in the curriculum since many of the systems are now electronically controlled and are no longer straight mechanical systems. The mixture of electrical and mechanical technology has made it necessary for students to know about both.
    - Recommended for Spring 2020.

Expedited Proposals

- **Business Management**
  - Course revision
    - Removal of BMGT 1327 as prerequisite
    - No discussion
  - Recommended for Fall 2020.
- **Culinary Arts**
  - AAS – Culinary Arts
    - Course revisions
      - Replace CHEF 1345 International Cuisine with CHEF 2302 Saucier as a required course.

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        - Move CHEF1345 to an elective option.
- Certificate Level 1 – Culinary Arts
    - Course revision
        - Replace CHEF 1345 International Cuisine with CHEF 2302 Saucier as a required course.
- Certificate Level 3 – ESC – Advanced Culinary Arts
    - Course revision
        - Replace CHEF 2302 Saucier with CHEF 1345 International Cuisine.
        - No discussion
- Recommended for Fall 2020.

Deans' Liaison Report – The Deans did not hold a September meeting, so there was no discussion.

Faculty Council Report – Discussion items:

- P-Cards
- Collin Invests program
- The importance of SOBI
- Safety measures

Discussion Items – Committee members are encouraged to keep pushing forward with working on marketable skills.

CAB Business

- **Status of CAB Recommendations –** No new items for review.
- **August 21 Meeting Minutes –** Approved with edits (The "b" in "but" at the beginning of a sentence needs capitalization and "PLA" needs to be spelled out.)
- **Other Business –** No discussion items.

Next Meeting – October 25

Meeting adjourned at 2:23 p.m.

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