



# COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

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### **Curriculum Advisory Board**

The Curriculum Advisory Board is comprised of representatives from the faculty who are appointed to serve 3-year rotating terms. The Curriculum Advisory Board (CAB) is charged with reviewing all changes in curricula or catalog listings, including the addition of new courses and programs in any division, and making recommendations to the Vice President of Academic Affairs.

### **Duties**

All members of the CAB shall review each course/program proposal to verify the following:

- The course/program is consistent with the mission and strategic plan of Collin County Community College District (CCCCD)
- The course/program is relevant to its degree/certificate plan
- The course/program is not a duplication of other courses/programs offered at CCCCCD
- The course/program title seems appropriate
- The course description is appropriate and includes all necessary information (prerequisites, lab hours, etc.)
- The program includes the necessary courses to satisfy the core curriculum requirements
- Members are encouraged to report to their respective divisions all CAB proceedings to facilitate increased communication to and from the CAB

In addition, CAB will work to eliminate duplication of subject matter between courses and unnecessary proliferation of courses. CAB is also responsible for providing a Curricular Development Calendar to the divisions, so that they may plan accordingly.

Only voting members will be eligible to participate in recommendation voting.

Compliance with common course numbering, accuracy of approval numbers, and other administrative details consistent with the THECB guidelines will be referred to the appropriate advisory members.

The menu bar on the left contains material to assist you with this process. Faculty and Deans requesting changes / additions / deletions to curriculum must present their request at the next scheduled meeting. Please coordinate your appointment time with [Karen Murph.](#)

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