

Curriculum Advisory Board
Friday, May 12, 2023
1:30 pm
CHEC 107
Meeting Minutes

Voting Members Present

April Adams, Adrienne Caughfield, Jillian DeShazo, Gail Ellison, Andrea Fields, Anna Genneken, John "Rusty" Haggard, Paul Manganelli, Camin Melton, James Mergerson, Christine Millard, Mark Popowski, Charles Ring, Steven Rizzo, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Jimmy Wallace, Helen Wang, Kaycee Washington

Voting Members Absent

Daniel Birdsong (Proxy – John “Rusty” Haggard), Joan Hunsaker, Audri Luebbbers, Heather Rawls (Proxy – Kaycee Washington), Rachna Sachdeva (Proxy – Helen Wang)

Non-Voting Members Present

Ex-Officio Members: Daphne Babcock, Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Donna Smith
Advisory Members: André Cameron, Wendy Gunderson, Mari Lopez

Non-Voting Members Absent

Ex-Officio Members: Jamie Mills, Lupita Tinnen
Advisory Members: Sarah Monroe

Others Present

Jocelyn Alexander, James Freedle, Nadia Khedairy, David Malone, Katie Robinson, Araceli Solis, Karen Stepherson

Chair Charles Ring called the meeting to order at 1:33 pm.

New Curricular Proposals

- **Information Assurance – James Freedle**
 - New Awards
 - Associate of Applied Science – Information Assurance
 - Certificate Level 1 – Information Assurance Technician
 - New Courses
 - IACY 1370, Basic Social Engineering and Privacy Protection
 - IACY 1371, Ethics, Misinformation and Disinformation Study
 - IACY 1372, Cybersecurity Frameworks and Standards for Information Assurance
 - IACY 1375, Risk Management in Information Assurance
 - IACY 1377, Information System Security Management
 - IACY 2371, Human Behavior Engineering
 - IACY 2374, Social Media Impact in Cybersecurity
 - IACY 2378, Adversarial Tactics, Techniques, and Procedures in Information Assurance
 - IACY 2379, Access Control - Identification, Planning, Implementing, and Managing
- **CAB Discussion:**
 - How difficult is it to find new faculty, especially in the private sector where it's more competitive?
 - There are faculty members teaching the current associate capstone, which is

within that field. This gives us a broader ability to recruit faculty who aren't technical, but who can quickly adapt to this area. Colonel Brunner would be one example as his skillset is very much in this area of expertise.

- Will this create a foundation for someone to move into a CIO (Chief Information Officer) position?
 - Correct.
- Sometimes, the CIOs will try to pursue a technical pathway to their own disadvantage, because their strengths are not technical. Are we enabling them?
 - Those individuals do have the option to pursue a technical pathway, but the Information Assurance program is designed for those individuals who are interested in other areas of Cybersecurity that aren't technical.
- So, this program will also provide students with the understanding of business. That way, they'll know whether they should invest in something like a new router.
 - Correct, and that's the other aspect of Information Assurance. We are partnering with the business to help them implement their goals. In Cybersecurity, we bridge between business and IT, so we can make sure the goals of the business can be implemented correctly and securely in the environment.
- With this program functioning at the middle ground between the business and IT roles, do these courses support the transition between either track?
 - Correct. This program implements the business logic and applies it to technology without the technical details.
- Do you cover special things for medical facilities like HIPAA?
 - Yes, HIPAA would be included as well. This program is not restricted to any one field. We work with finance, medical, etc. We don't plan to cover these things in great detail, because of the program's timeframe, but it will be enough to help students begin their analysis of the greater details of their projects.
- About half of this program consists of Local Needs courses. Is there a limit on how many Local Needs courses an award can have?
 - When there's a new field, we have to start out with Local Needs, because there aren't any existing WECM courses that address those topics. This will be a completely new degree for community colleges in the State of Texas. This is why all the IACY courses would start out as Local Needs, because this rubric does not currently exist in the WECM.
- How long can they stay like that? Is there a time limit?
 - It will go to the Coordinating Board. If there are other colleges that also go this direction and they start using these courses, then the Co-Board can turn them into regular WECM courses, thereby removing the need for Local Needs. The Co-Board looks at each rubric about once every five years to see if revisions are needed. In about 2016, they stopped doing those workshops, but they've recently picked that up again. The higher the demand for these specific Local Needs courses, the more likely the Coordinating Board will add these to the WECM.
- So other colleges may be looking at our curriculum, syllabi, etc. to see what we're doing?
 - Yes, which is what Collin also does when developing our own programs to see what has been done before. Ultimately, this open source sharing is how courses got into the WECM in the first place.
- This program would apply to BAT in Cybersecurity, but it's missing ITSY 2343, which feeds into two of the third-year courses, CYBR 3320 and CYBR 3330. Would the BAT need to come through CAB to update the prerequisites for these courses to have an "or" statement in order for students from the Information Assurance pathway to transition into it?
 - Yes, or the program could require students to take ITSY 2343 for leveling.

- When would that revision to the BAT need to happen?
 - If the Information Assurance is approved at CAB, there are still several other steps to go through before the program is approved to be offered and a lot of times, there are changes that need to be made between those steps. What we have here is best referred to as a first draft. We cannot move forward to revise the BAT until this program is approved to be offered.
- In the certificate, why is IACY 1372 switched to the Second Semester instead of leaving it in the Third Semester like the AAS?
 - This is a typo.
- **CAB recommendation:** For the certificate, move IACY 1375 to the Second Semester and IACY 1372 to the Third Semester.
- **CAB recommendation:** For the Marketable Skills, change HIPPA to HIPAA.
- Can ITSY faculty teach IACY courses?
 - Some can. It depends on their qualifications.
- What are some of the certifications required to teach courses in the Information Assurance program? How is it different than what is currently required for Information Systems Cybersecurity?
 - The requirements for teaching can be found in the New Program Packet on pg. 5. There are three professors identified here who are qualified to teach both ITSY and IACY courses.
- Have we taught any courses at State Farm in Cybersecurity?
 - I don't think so. State Farm's focus has been on transfer courses.
- Motion to approve with corrections to certificate and marketable skills → seconded → passed
- **Medical Massage Therapy (Continuing Education) – Araceli Solis**
 - New Award
 - Continuing Education Certificate Level 1 – Medical Massage Therapy
 - New Courses
 - MSSG 1005, Hydrotherapy/Therapeutic Modalities
 - MSSG 1007, Business Practices & Professional Ethics
 - MSSG 1009, Health and Hygiene
 - MSSG 1011, Massage Therapy Fundamentals I
 - MSSG 1012, Reflexology
 - MSSG 1013, Anatomy & Physiology for Massage
 - MSSG 2011, Massage Therapy Fundamentals II
 - MSSG 2013, Kinesiology for Massage
 - MSSG 2014, Pathology for Massage
 - MSSG 2086, Internship - Massage Therapy/Therapeutic Massage
- **CAB Discussion:**
 - What is a cavitation machine?
 - It's a suction device that breaks up fibrosis. After someone has a procedure similar to liposuction, the tissue can harden when it heals. This machine can go in and break it up so that it can heal properly. There are laser-based ones as well as manual ones.
 - What does the externship involve?
 - They have to do 50 contact hours in house, so students will do their practical massage inside the lab. The externship is the part that will satisfy COMTA (Commission on Massage Therapy Accreditation), which means the student will go out into the field and perform. Right now, 25 hours of massage is required outside of the internship. Locations could include places like Massage Envy or any type of medical practice like a plastic surgeon's office.

- Is the cost of the externship in addition to the \$6000 fees listed on the curriculum outline?
 - No, the externship is included as 25 of the 75 contact hours required for the internship course. The student will first practice for 50 hours here on campus. Once the director sees they're ready, meaning they're not going into the field unknown, the student can complete the remaining 25 hours at an off-campus location.
- Will this program be cohort-based?
 - Yes. We will not start out with rolling admissions, but we would like to start this in year two.
- You mentioned there aren't many competent faculty members who can teach. What are your plans for recruiting?
 - With our CE programs, one thing is they don't have full-time faculty, so there may be a lot of people who are working in the field who could teach a class here or there for Collin. We require 3-5 years of academic experience in the industry before they can teach at Collin College.
- What about insurance and liability?
 - Students will have a membership to the AMBP (Associated Bodywork & Massage Professionals) which covers their liability insurance. Overall, it's part of the ASCP (Associated Skin Care Professionals), but it's a second division of it.
- Is that part of the student fees?
 - Yes. It's a \$15.00 fee that's already incorporated into the course fees.
- If approved, would the program start in fall 2024?
 - CE programs do not have to go through SACS (Southern Association of Colleges and Schools), which removes about 6 – 12 months of the approval process. If approved by CAB and leadership, we may not have to wait until Fall 2024 for this program to start.
- Will there be any issue with finding a physical place to house the program?
 - Compared to the Aesthetician program, facilities won't need to be changed, because not as much space is needed for Medical Massage Therapy. The main thing the program will need is extra outlets.
- Motion to approve as presented → seconded → passed

Expedited Proposals

- ◆ There were no Expedited Proposals.

Informational Report

- ◆ Automotive Technology - Capstones
 - Certificate Level 1 – Maintenance & Light Repair Technician (MLR)
 - Designate capstone as AUMT 1319.
 - Certificate Level 1 – Express Maintenance Technician (XMT)
 - Designate capstone as AUMT 2310 or AUMT 2380, depending on which course option the student chooses.

Deans' Liaison Report – Daphne Babcock

- ◆ There was no Deans' Liaison Report.

Faculty Council Report – Kaycee Washington

- ◆ This report is for the last Faculty Council meeting for the 2022-2023 academic year.

- ◆ The most recent Faculty Council began with a time of recognition and appreciation of the contributions of our colleagues. Two Collin College faculty were recognized on the occasion of their retirement.
 - Sally Haas – Mathematics
 - Matthew Coulter – History

- ◆ Five Collin College faculty were announced and recognized as Outstanding Professor Finalists for 2023:
 - Dr. Irene Bowen – Professor of Biology, Frisco Campus
 - Dr. Cathy Donald-Whitney – Professor of Biology, McKinney Campus
 - Kimberly Gentry, MSN, RN – Professor of Medical Assisting Advanced Practice
 - Dr. James Michael Latham – Professor of Economics, Plano Campus
 - Judi Wohead, MA – Professor of Speech, McKinney Campus

- ◆ President’s Report:
 - The AGS (*Academic, Governance, and Strategic Planning Council*) had a discussion around the CRASE (active shooter) training.

- ◆ Standing Committee Reports:
 - Adjunct Faculty Pay: Concerns were shared about changes to the timing of summer term pay. They believe this has a significant impact to adjunct faculty who aren’t receiving the same remainder of their pay from the full academic year as full-time faculty. A request was made to involve the Faculty Resource and Remuneration Committee to further pursue this issue.
 - Common Good: Plaques were shipped to retiree’s residences who responded to the committee’s outreach.

- ◆ District Committee Liaison Reports:
 - Council on Excellence: New members of COE have attended their first meeting. If you are up for a multi-year contract (MYC) this year, check your e-mail. There was a meeting on May 5th about the multi-year process. Mary Weis recorded that, and she sent out an e-mail yesterday regarding the Board report and how to use the Board app. There is an upcoming meeting on May 15th.
 - SOBI Care-Team: Kim Gerber will be new chair of the SOBI – Care Team for next year.

- ◆ New Business:
 - Some of the campus provosts reached out to their Faculty Council campus representatives to discuss the requirement for faculty to use Canvas gradebook as the official gradebook for the class. If implemented, it’s unlikely this would be a requirement until the 2024 academic year. The issue will be forwarded to the Faculty Council Policy Committee for further investigation.

- Large Group Instruction (LGI) Compensation was discussed as it is not compensated at the same rate as teaching two separate sections.
- Kimberly Harris will be President and Rebecca Orr will be Vice President of Faculty Council for the 2023-2024 academic year.

Prior Learning Assessment Report – Donna Smith

- ◆ There is nothing to report at this time. The next PLA Review Board meeting will be in July.

CAB Business/Discussion Items

- ◆ Status of CAB Recommendations: There are no updates at this time. The April CAB recommendations will be e-mailed to leadership for their review and we should hear back on their decisions in about a week or so.
- ◆ April 21st Meeting Minutes
 - Motion to approve minutes → seconded → passed

Next Meeting

- ◆ Friday, July 21st at 1:30 pm via Zoom

Motion to adjourn → seconded → meeting adjourned at 2:36 pm