Curriculum Advisory Board
Friday, November 18, 2022
1:30 pm
CHEC 107
Meeting Minutes

Voting Members Present
April Adams, Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Gail Ellison, Chad Essary, John "Rusty" Haggard, Joan Hunsaker, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Christine Millard, Mark Popowski, Heather Rawls, Charles Ring, Rachna Sachdeva, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Helen Wang, Kaycee Washington

Voting Members Absent
Andrea Fields, Steven Rizzo, Jimmy Wallace

Non-Voting Members Present
Ex-Officio Members: Jocelyn Alexander, Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Lupita Tinnen
Advisory Members: Wendy Gunderson, Mari Lopez, Sarah Monroe

Non-Voting Members Absent
Ex-Officio Members: Daphne Babcock, Jamie Mills
Advisory Members: none

Others Present
Lindsey Brown, Aparna Godbole, David Malone, Amy Perdreauville, Katie Robinson, Karen Stephersen, Nicolas Valcik

Chair Charles Ring called the meeting to order at 1:30 pm.

New Curricular Proposals
   ♦ **Bachelor of Science in Nursing (BSN) – Betty Veasy**
      • Curriculum revisions are being proposed to help promote student success in this online program.
         o Revisions will apply to both the full-time and part-time schedules.
      • Added "CHEM 1306 with a grade of 'C' of higher" as a prerequisite with the option to substitute either CHEM 1405 or CHEM 1411.
      • New Course
         o NURS 4354 (*Professional Project*)
      • Course Revision
         o NURS 3340 (*Population-Focused Community Health I*)
            ∗ All clinical hours were removed and "Clinical" has been removed from the course title.
            ∗ Student Learning Outcomes revised.
            ∗ Revised the lecture hours to 3.
         o NURS 3350 (*Advanced Health Assessment*)
            ∗ Credit hours have been decreased from 4 to 3, which also changes the course from NURS 3450 to NURS 3350.
            ∗ All clinical hours were removed and "Clinical" has been removed from the course title.
            ∗ Student Learning Outcomes revised.

- NURS 4345 (*Population-Focused Community Health II*)
  * All clinical hours were removed and "Clinical" has been removed from the course title.
  * Revised the lecture hours to 3.
- NURS 4365 (*Leadership and Management*)
  * Credit hours have been decreased from 4 to 3, which also changes the course from NURS 4465 to NURS 4365.
  * All clinical hours were removed and "Clinical" has been removed from the course title.
  * Student Learning Outcomes revised.

♦ **CAB Discussion**
- How adherent are you to the requirement that certain courses have a grade of "C" or better, such as BIOL 2401 and BIOL 2402?
  - We have followed that. We have had students who have brought Ds and they've had to retake the course.
- So even though the student has been admitted to the program, this is under the condition that they must retake the course and earn at least a "C".
  - Exactly. If a student does not meet the minimum grade requirement such as a "C" or better, they will not be able to graduate from this program.
- So even NURS 4354 is going to be online?
  - Yes. Students get their hands-on experience while taking courses in the Associate of Applied Science in Nursing. The upper division courses provide further advancement online while students are working in their field.
- What about BIOL 2420?
  - No. When the program is described as being "fully online", it's referring to the upper division (i.e. 3000-, 4000-level courses). The prerequisite courses were likely done in person with some possible exceptions like general core courses.

♦ Motion to approve as presented → second → passed

♦ **Cloud Computing – Aparna Godbole**
- Many of the workforce courses in the SECOND YEAR are Local Need courses, so not only did the courses themselves need to be developed, but the prerequisites needed to be selected. The Cloud faculty collaborated to determine the most appropriate prerequisites for the SECOND YEAR, which are included below. Some of the prerequisites are direct recommendations from the AWS Academy.
- Revised Programs
  - Associate of Applied Science – Cloud Computing
    * Added SECOND YEAR course prerequisites.
  - Certificate Level 1 – Cloud Computing – Infrastructure
    * Added SECOND YEAR course prerequisites.
  - Certificate Level 1 – Cloud Computing – Infrastructure Technician
    * Changed Capstone from ITNW 2375 to ITNW 1373.
- Course Revisions
  - ITNW 1336 (*Cloud Deployment & Infrastructure Management*)
    * Added prerequisite ITNW 1373. ITNW 2375 is strongly recommended.
  - ITNW 1374 (*Cloud Computing Security*)
    * Added prerequisite ITNW 1309.
  - ITNW 1375 (*Cloud Administrator I*)
    * Added prerequisite ITNW 1309. ITSC 1316 is strongly recommended.
  - ITNW 2327 (*Advanced Cloud Concepts*)
    * Added prerequisite ITNW 1336 and ITNW 1376.

- o ITNW 2370 (*Containerization and Micro Services*)
  - ∗ Added prerequisite ITSC 1316. ITNW 2375 is strongly recommended.
- ♦ **CAB Discussion**
  - • Usually, a Capstone is a higher course number than a lower course number. Also, for ITNW 2370, the required prerequisite, ITNW 2375, is a higher course number than the course that requires it. Is that a problem?
    - o No, it's not. Typically, freshman level courses start with a 1 and sophomore courses start with a 2, but in this program, almost all of these courses are Local Needs. This means they were developed by the college, because there weren't many WECM courses in place, [so the course numbers may differ a bit from what we typically see].
  - • For the Certificate Level 1, what integrated projects are required for the new Capstone?
    - o This is currently in development.
  - • What is a Capstone?
    - o The Capstone is a course that's taken in the last semester of an award and it should help students pull together the knowledge/skills learned in the program. Capstones can have workforce experiences (like a cooperative education course), practicums, workforce simulations, etc. The course selected as the new Capstone for the Level 1 Certificate already exists, but now, the program is developing the content to justify ITNW 1373 for this specific purpose.
  - • What's the difference between a Level 1 and a Level 2 Certificate?
    - o Level 1 Certificates can have between 15-42 credit hours and Level 2 Certificates can have between 30-51 credit hours. Additionally, if a certificate has any courses that require TSI, it's automatically a Level 2 Certificate. Level 1 Certificates cannot have courses that require TSI.
- ♦ Motion to approve as presented → second → passed

- ♦ **Geospatial Information Science (GIS) – Amy Perdreauville**
  - • The proposed revisions aim to remove barriers to student completion and improve THECB alignment.
  - • Revised Programs
    - o Associate of Applied Science – Geospatial Information Science (GIS)
      - ∗ Removed COSC 1315 and ITSE 1311.
      - ∗ Added ITSE 1359 and GISC 2250.
      - ∗ Removed ITSE 1359 substitution option from GISC 2335.
      - ∗ Revised sequencing of courses.
      - ∗ Added "Summer Only" footnote.
    - o Certificate Level 1 - Geospatial Information Science (GIS)
      - ∗ Removed GISC 2335.
      - ∗ Added GISC 2250 and GISC 2172.
      - ∗ Removed ITSE 1359 substitution option from GISC 2335.
      - ∗ Added "Summer Only" footnote.
  - • New Award
    - o Certificate Level 2 – Geospatial Information Science (GIS)
  - • New Course
    - o GISC 2250 [*Scripting for Geographic Information Systems (GIS)*]
  - • Course Revision
    - o GISC 2335 [*Programming for Geographic Information Systems (GIS)*]
      - ∗ Change prerequisite from GISC 1411 (or 1311) to ITSE 1359 and GISC 2420.
    - o GISC 2420 [*Intermediate Geographic Information Systems (GIS)*]

* Removed *(or 1311)* from prerequisite requirement.
  - o GISC 2459 [*Web-Served Geographic Information Systems (GIS)*]
    * Credit hours have been changed from 3 to 4, which also changes the course from GISC 2359 to GISC 2459.
    * Added 1 lecture hour and 1 lab hour.

♦ **CAB Discussion**
  - Please provide a brief description of Geospatial Information Science.
    - o GIS, also known as Geospatial Information Systems, is the study of locations and the attributes associated with them. We combine a geography-centric aspect with Information Systems and clean up the information to present it in the form of various maps. This information helps us gain insight into how humans interact with the Earth. If you've used Google Maps or if you've conducted a search using the John Hopkins COVID-19 Map, that's GIS.
  - To verify, ENGL 2311 is not included in the program as a core course. It's included as part of the technical component and therefore, ENGL 1302 would not be an appropriate substitute.
    - o Correct. ENGL 2311 is a course the advisory committee thought would be beneficial for students to take.

♦ **CAB Discussion Summary** (Minutes: 31:22 – 55:36)
  - In the SECOND YEAR, Second Semester, GISC 2172 and GISC 2231 were marked with a footnote that confirmed these were "Summer Only" courses. However, a Second Semester is typically spring, not summer. CAB recommended a revision of the AAS and the Certificate Level 2 that would move these courses into a semester during which they are usually offered.

♦ Motion to table proposal → second → tabled

♦ **Physical Therapist Assistant (PTA) – Michael Cox**
  - Proposed revisions are primarily per advisory committee recommendations.
  - Revised Programs
    - o <u>Associate of Applied Science – Physical Therapist Assistant</u>
      * Removed HITT 1213, PTHA 1261, PTHA 2360, and PTHA 2361.
      * Added PTHA 1229, PTHA 1266, PTHA 2250, PTHA 2266, and PTHA 2267.
      * Revised course sequence. Moved PSYC 2301 from FIRST YEAR, First Semester to SECOND YEAR, First Semester.
    - o <u>Occupational Skills Award – Rehabilitation Aide</u>
      * Removed PTHA 1225 and PTHA 1321.
      * Added HPRS 2310 and PTHA 1201.
  - New Course
    - o PTHA 1201 (*The Profession of Physical Therapy*)
    - o PTHA 1229 (*Applied Physical Principles*)
    - o PTHA 1266 (*Practicum – Physical Therapist Assistant I*)
    - o PTHA 2250 (*Current Concepts in Physical Therapy*)
    - o PTHA 2266 (*Practicum – Physical Therapist Assistant II*)
    - o PTHA 2267 (*Practicum – Physical Therapist Assistant III*)
  - Course Revision
    - o PHTA 1160 (*Clinical – Physical Therapist Assistant*)
      * Decrease contact hours from 96 to 64.
    - o PTHA 1225 (*Communication in Health Care*)
      * Added prerequisite PTHA 1409.
    - o PTHA 1321 (*Pathophysiology for the PTA*)

* Added prerequisite PTHA 1405.
  - o PHTA 1431 (*Physical Agents*)
    * Increased lab hours from 3 to 4.
    * Increase contact hours from 96 to 112.
  - o PTHA 2201 (*Essentials of Data Collection*)
    * Increased lab hours from 3 to 4.
    * Increased contact hours from 64 to 80.
  - o PHTA 2239 (*Professional Issues*)
    * Increased lecture hours from 1 to 2.
    * Removed lab hours.
    * Decreased contact hours from 48 to 32.
    * Removed prerequisites PTHA 1261 and PTHA 1405. The only active prerequisite is PTHA 2435.
  - o PTHA 2435 (*Rehabilitation Techniques*)
    * Changed prerequisite from PTHA 1261 to PTHA 1266.
- ♦ **CAB Discussion**
  - For the OSA, HPRS 2310 is a level 2 course (i.e. Basic Health Profession Skills **II**) Even though this course doesn't have any prerequisites, is there still a chance they're missing information needed for HPRS 2310 by not taking HPRS 1204?
    - o In speaking with Dr. Westcott, who is the Program Director for Health Professions and who was a member of the board who helped to get the PTA program started, recommended this course. I had the same question and she said it doesn't matter if they don't have HPRS 1204, because the other entry class they take [will give them the foundational knowledge they need].
  - So, by taking PTHA 1201 and PTHA 1409, they will cover the content needed before taking HPRS 2310.
    - o Yes.
  - If a student has applied and been admitted to the AAS and they decide they want to take BIOL 1406 prior to BIOL 2401, how does that affect their admission into a cohort-based program?
    - o BIOL 2401 is a [pre-entrance requirement], so a student would either need to be enrolled in the course while they're completing the admission process or they would need to complete BIOL 2401 prior to admission. A student will not be admitted into the program if BIOL 2401 has not been completed.
  - You mentioned you added PTHA 2250 because there wasn't a WECM course that covers an orthopedics component. Is it possible to create and add a Local Needs course instead?
    - o Everyone we've talked to with the accreditation agency has indicated that PTHA 2250 is an appropriate class to use. With our application due in just a few weeks, [there's not much time to realistically implement this suggestion]. Having a Local Needs course that specifically covers orthopedics would be great and I would love to explore that in the future if you would consider approving PTHA 2250 at this time.
- ♦ Motion to approve as presented → second → passed

Expedited Proposals
- ♦ Diagnostic Medical Sonography – Core Mathematics Revision
  - o The mathematics pre-program requirement was opened to allow any core mathematics options to apply. This includes MATH 1332 and MATH 1324, which were originally not accepted as alternatives to MATH 1314.
  - o Motion to approve → second → passed

- ♦ Kinesiology – KINE 1336 Revision
  - o The course title, course description, and student learning outcomes were updated to bring this course in better alignment with ACGM.
  - o Motion to approve → second → passed
- ♦ LVN to RN – SLO and Prerequisite/Corequisite Revisions
  - o Student learning outcomes were revised and contact hours were increased.
  - o RNSG courses shared between the LVN to RN and the ADN degree pathways have been updated so that the prerequisites/corequisites are the same for both programs.
  - o Motion to approve → second → passed

Informational Report
- ♦ There were no Informational Items.

Deans' Liaison Report – Lupita Tinnen
- ♦ In a previous Deans' meeting, there was mention of a split where Associate Deans supervise specific adjunct faculty for the purposes of appraisals. At the most recent Deans' meeting, there was an update on adjunct hiring and the supervision of adjuncts. It was decided that each Associate Dean will have about 30 adjunct faculty that report to them. They're currently working on those assignments.
- ♦ Dawn Richardson and Lupita Tinnen are currently serving on a COE Faculty Contract Process Committee, along with COE members and faculty, to address current issues. There have been two meetings so far. Topics have included contract length, what is college service, how are workforce courses different from academic courses, and changes to what it means to assist and advise students.
- ♦ They're working on identifying all the responsibilities deans have and what are the differences between these responsibilities at different campuses and in different divisions. Responsibilities include program accreditations, budget management, enrollment management, overseeing the schedule, being the district discipline deans for programs and program reviews, program development and promotion, district-wide program expansion, faculty load, community outreach, events, credentialing, dissemination of information, apprenticeships, advisory committees, grade appeals, business recruiting, networking, and continuous industry and curriculum scan.
- ♦ Administrative Assistants and Assistants to the Dean would like professional development opportunities. They would like to meet once a quarter and be able to have a recording available for those who were not able to participate. Requested skill development topics include office products, customer service, time management, difficult students, leadership skills, conflict resolution and de-escalation, emerging trends, and the multi-year contract process.
- ♦ Wendy Gunderson reported on the timeliness and content of curriculum submissions, and provided reminders on upcoming CAB submission dates.

Faculty Council Report
- ♦ There was no Faculty Council Report.

Prior Learning Assessment Report
- ♦ There was no PLA Report.

CAB Business/Discussion Items
- ♦ Status of CAB Recommendations: The Sports and Recreation Management proposal passed leadership, but leadership will be meeting with the Sports and Recreation Management team to ask additional questions.

- ♦ October 21ˢᵗ Meeting Minutes
  - o CAB Recommendation: Under the Academic Governance and Strategic Council Report, correct name from Jimmy Wallace to Dean Wallace.
  - o Motion to approve minutes with correction → second → passed

Next Meeting
- ♦ Friday, December 9, 2022 at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 3:00 pm