Voting Members Present
April Adams, Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Gail Ellison, Anna Genneken, John "Rusty" Haggard, Audri Luebbers, Paul Manganelli, James Mergerson, Jeremy Prince, Heather Rawls, Steven Rizzo, Rachna Sachdeva, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Jimmy Wallace, Helen Wang, Marli White

Voting Members Absent
Andrea Fields (Proxy – Rachna Sachdeva), Joan Hunsaker (Proxy – Heather Rawls), Christine Millard (Proxy – Jillian DeShazo), Syed Raza (Proxy – Jillian DeShazo), Kaycee Washington (Mohammed Tahiro)

Non-Voting Members Present
Ex-Officio Members: Daphne Babcock, Gloria Hurtado-Diaz, Lupita Tinnen
Advisory Members: André Cameron, Wendy Gunderson, Mari Lopez, Sarah Monroe

Non-Voting Members Absent
Ex-Officio Members: Candace Hamilton-Meserole, Jamie Mills, Donna Smith
Advisory Members: none

Others Present
Ann Cervantez, Kristi Clark-Miller, Pamela Darling-Facio, Sharon Eaves, Deborah Fuller, Craig Johnson, David Malone, Michael McConachie, Brian Sanders, Karen Stepherson, Kevin Suber, Kimberly Wren

Chair Adrienne Caughfield called the meeting to order at 1:30 pm.

New Curricular Proposals
- ♦ **Computer Systems – Ann Cervantez**
  - o Revised Awards (Computer Support Track)
    - ▪ Associate of Applied Science – Computer Systems – Computer Support Track
      - Remove ITSC 2380 and footnote.
      - Remove Computer Support Technical Elective and footnote.
      - Add ITMT 1316 and ITNW 1309.
      - Remove ITMT 1371 and replace it with ITMT 1358.
      - Designate ITSC 1315 as the new capstone.
      - Revise course sequencing.
    - ▪ Certificate Level 2 – Computer Support Specialist
      - Remove ITSC 2380 and footnote.
      - Remove ITSC 1315.
      - Remove ITMT 1371 and replace it with ITMT 1358.
      - Designate ITSC 2339 as the new capstone.
      - Change award credit hours from 30 to 24.
      - Revise course sequencing.
    - ▪ Certificate Level 1 – ~~Help Desk/User Support Technician~~ IT Support Assistant
      - Change award title to IT Support Assistant.
      - Remove ITSE 1307 and ITSW 1310.
      - Change award credit hours from 24 to 18.

- Revise course sequencing.
  - ▪ <u>Occupational Skills Award – Help Desk Support</u>
    - Remove prerequisite footnote.
    - Add ITSC 2339 footnote.
    - Revise course sequencing.
- o Revised Awards (Information Systems Track)
  - ▪ <u>Associate of Applied Science – Computer Systems – Information Systems Track</u>
    - Remove ITSC 2380 and footnote.
    - Add ITNW 1309.
    - Designate ITSE 1315 as the new capstone.
    - Remove substitution options from ITSE 1350.
    - Revise course sequencing.
  - ▪ <u>Certificate Level 2 – Computer Applications Specialist</u>
    - Remove ITSC 2380 and footnote.
    - Add ITNW 1309.
    - Designate ITSW 1307 as the new capstone.
    - Revise course sequencing.
  - ▪ <u>Certificate Level 1 – Information Systems Specialist</u>
    - Remove ITSE 1350.
    - Remove BUSINESS ELECTIVE and footnote.
    - Remove substitution options from ITSE 1350.
    - Change award credit hours from 30 to 24.
    - Revise course sequencing.
- o New Courses (*not in current catalog*)
  - ▪ ITMT 1358, *Windows Client Operating System*
- o Revised Courses
  - ▪ ITSE 1330, *Introduction to C# Programming*
    - Revise State-mandated Student Learning Outcome.
- o Terminated Courses
  - ▪ ITSE 1380 – *Cooperative Education – Computer Programming/Programmer, General*
- ♦ **CAB Discussion:**
  - o On the AAS – Computer Systems – Computer Support Track curriculum outline, is the prerequisite correct on ITNW 1309?
    - ▪ Yes, that's correct. Even though ITCC 1314 isn't in this award, the student can satisfy the prerequisite requirement by taking ITNW 1358 instead, which is required in the FIRST YEAR First Semester of the AAS.
- ♦ Motion to approve with the revisions below → seconded → passed
  - o Correct ITSE 1315 to ITSC 1315 on pg. 2 and pg. 7 of the proposal form.
  - o Note the credit hour change for the <u>Certificate Level 1 – Information Systems Specialist</u> on the proposal form.

- ♦ **Banking and Financial Services – Kevin Suber**
  - o Revised Awards
    - ▪ <u>Associate of Applied Science – Banking and Financial Services</u>
      - Remove BNKG 2380 as a required course.
      - Add BNKG 1343.
        - o Add BNKG 2380 as a substitution option for BNKG 1343.
      - Add BUSI 1307 as a substitution option for BUSG 1304.
      - Add BUSI 1301 as a substitution option for ACCT 2302.

- Add ECON 1301 as the preferred Social/Behavioral Sciences course.
- Designate BNKG 1340 as the new capstone.
- Revise course sequencing.
    - Certificate Level 1 – Banking
        - Add BUSI 1307 as a substitution option for BUSG 1304.
    - Certificate Level 1 – Financial Services
        - Remove ACCT 2301 and BCIS 1305 as elective options.
        - Add BNKG 1343, BUSI 1301, or ECON 1301 as elective options.
        - Revise course sequencing.
  - New Courses (*not in current catalog*)
    - BNKG 1343, *Law and Banking*
- **CAB Discussion:**
  - Does the new course, BNKG 1343, need to be added to the Program Map on the Banking & Financial Services Assessment Plan?
    - Yes, it will need to be added.
  - For students who take the substitute BNKG 2380 instead of BNKG 1343, will they be assessed in the same way or does BNKG 2380 need to be removed from the Program Map?
    - BNKG 2380 will need to be removed, because it's only an option.
  - With the addition of BNKG 1343 to the Program Map, does it also need to be incorporated into the Program Learning Outcomes (PLOs)?
    - No, not every course will be included in the PLOs. Hypothetically, the program could create a new PLO for it, but it's not required.
  - Does it matter if the title for BNKG 1343 is "Law and Banking" or "Banking Law"?
    - Yes, the title of the course will need to match what's in WECM.
- Motion to approve with the revisions below → seconded → passed
  - Add BNKG 1343 to the Program Map on the Assessment Plan.
  - Remove BNKG 2380 from the Program Map on the Assessment Plan.
  - Correct the BNKG 1343 title from "Banking Law" to "Law and Banking" on pg. 2 and pg. 3 of the proposal form.

- **Psychology Field of Study – Sharon Eaves**
  - New Awards
    - Associate of Arts – Psychology Field of Study
  - Revised Awards
    - Certificate – Psychology Field of Study
        - Remove PSYC 2320 and PSYC 2330.
        - Add two DIRECTED ELECTIVES.
        - Add footnote with link to Directed Elective options.
        - Revise course sequencing.
  - New Courses (*not in current catalog*)
    - BNKG 1343, *Law and Banking*
- **CAB Discussion:**
  - There are asterisks on courses to note that they're part of the designated Field of Study on both the associate degree and the certificate. Do we need to have the asterisks included on the certificate if this award already requires only the designated Field of Study courses?
    - No, we can remove them.
  - For the associate degree, should we clarify in the footnotes that the elective requirement must equal three credit hours?
    - Psychology doesn't have a course that's not three credit hours. Also, the open

elective isn't restricted to a three-hour course, so the student could register for a four-credit hour elective and have three of those credit hours applied to their degree.

- Students will need to check their degree audit to make sure they've taken enough credit hours to satisfy the elective requirement, as taking a one-credit hour course will not meet the award requirements for graduation. They would need to register for additional courses until the remaining elective credit hour requirement is met.

♦ For the *Directed Electives* that we do not offer, would that negatively affect the student when they transfer?
- Yes, although, Collin College already offers most of the ACGM courses that can be applied towards the various *Directed Electives* requirement.
- Also, we don't want to list every elective, because there may be some WECM courses mixed in with the ACGM courses and WECM courses generally do not transfer.

♦ Motion to approve with the revision below → seconded → passed
  o Remove the asterisks and the footnote denoting the Field of Study courses on the <u>Certificate – Psychology Field of Study</u> curriculum outline.

♦ **Sociology Field of Study – Kristi Clark-Miller**
  o New Awards
    - <u>Associate of Arts – Sociology Field of Study</u>
  o Revised Awards
    - <u>Certificate – Sociology Field of Study</u>
      • Add three DIRECTED ELECTIVES.
      • Add footnote with link to Directed Elective options.
      • Increase credit hours from 12 to 21
      • Revise course sequencing.
  o New Courses (*not in current catalog*)
    - SOCI 2326, *Social Psychology*
    - SOCI 2336, *Criminology*

♦ **CAB Discussion:**
  o All of the Sociology (SOCI) courses have some kind of TSI requirement except for SOCI 2326. Should this course also require college-level reading and writing?
    - The ACGM does not always list the TSI requirements. The college can go beyond the ACGM requirements, but not against them. Therefore, we would like to go ahead and add the TSI requirement for college-level reading and writing to SOCI 2326.

♦ Motion to approve with the revisions below → seconded → passed
  o Add "Meet TSI college-readiness standard for Reading and Writing; or equivalent" as the prerequisite requirement on the SOCI 2326 syllabus.
  o Remove the asterisks and the footnote denoting the Field of Study courses on the <u>Certificate – Sociology Field of Study</u> curriculum outline.

♦ **Political Science Field of Study – Michael McConachie**
  o New Awards
    - <u>Associate of Arts – Political Science Field of Study</u>

♦ Motion to approve with the revision below → seconded → passed
  o Correct the Bachelor's degree in "psychology" to the Bachelor's degree in "Political Science" on pg. 2 of the proposal form.

- ♦ **Anthropology – Kimberly Wren**
  - o Revised Course
    - ▪ ANTH 2401, *Physical Anthropology*
      - • Add course to the 030 Life & Physical Sciences core component.
- ♦ **CAB Discussion:**
  - o What is covered in the Physical Anthropology lab?
    - ▪ This week, we looked at factors that redistribute variations, including gene flow using Africanized honey bees, genetic drift using güevedoces in the Dominican Republic, genetic mutation, genetic recombination, etc.
- ♦ Motion to approve as presented → seconded → passed for the 030 Life & Physical Sciences core component
  - o Will ANTH 2401 apply to the 030 Life & Physical Sciences core component for the Associate of Arts (AA), the Associate of Arts in Teaching (AAT), and the Associate of Science (AS), or just the AA and the AAT?
    - ▪ [1:03:21 – 1:07:30] There was general discussion by CAB members regarding the question above.
- ♦ Motion to approve for all transfer degrees (i.e. AA/AAT/AS) → seconded → passed

- ♦ **Construction Management – Craig Johnson**
  - o Revised Awards
    - ▪ <u>Bachelor of Applied Science – Construction Management</u>
      - • Remove CMGT 3315 and CMGT 4310.
      - • Add CMGT 3325 and CMGT 4322.
      - • Revise course sequencing.
    - ▪ <u>Associate of Applied Science – Construction Management</u>
      - • Revise course sequencing.
    - ▪ <u>Certificate Level 2 – Construction Management</u>
      - • Revise course sequencing.
    - ▪ <u>Certificate Level 1 – Residential or Commercial Construction Management</u>
      - • Remove BMGT 1305.
      - • Revise course sequencing.
    - ▪ <u>Occupational Skills Award – Construction Management</u>
      - • Remove OSHT 1305.
  - o New Courses (*not in current catalog*)
    - ▪ CMGT 3325, *Construction Technology*
    - ▪ CMGT 4322, *Engineered Construction Systems*
  - o Revised Courses
    - ▪ CMGT 3305, *Construction Estimating II*
      - • Revise prerequisite requirement.
    - ▪ CMGT 3310, *Building Information Modeling for Constructors*
      - • Revise prerequisite requirement.
    - ▪ CMGT 3320, *Construction Project Planning*
      - • Revise prerequisite requirement.
    - ▪ CMGT 4305, *Construction Materials and Testing and Inspections*
      - • Revise prerequisite requirement.
    - ▪ CMGT 4315, *Construction Project Management*
      - • Revise prerequisite requirement.
    - ▪ CMGT 4320, *Construction Law and Ethics*
      - • Revise prerequisite requirement.
    - ▪ CMGT 4330, *Construction Management*
      - • Revise prerequisite requirement.
    - ▪ CNBT 1315, *Field Engineering I*
      - • Revise prerequisite requirement.

- CNBT 1342, *Building Codes and Inspections*
  - Revise prerequisite requirement.
- CNBT 1346, *Construction Estimating I*
  - Revise prerequisite requirement.
- CNBT 1359, *Project Scheduling*
  - Revise prerequisite requirement.
- CNBT 2304, *Construction Methods and Materials II*
  - Revise prerequisite requirement.
- CNBT 2310, *Commercial/Industrial Blueprint Reading*
  - Revise prerequisite requirement.
- CNBT 2340, *Mechanical, Plumbing & Electrical Systems in Construction II*
  - Revise prerequisite requirement.
- CNBT 2344, *Construction Management II*
  - Revise prerequisite requirement.
- o Terminated Courses
  - CMGT 3315, *Construction Structural Systems*
  - CMGT 4310, *Construction Soils and Foundations*

♦ **CAB Discussion:**
  - o How many of your students in the AAS move on to the BAS?
    - The program is brand new, however, the numbers are increasing. Next fall, we expect to have our first group of students who have worked their way up to the third year since the award started. It'll be really close to about 50%.
  - o Just to clarify, no substitutions are permitted for ENVR 1401 in the level 2 certificate.
    - That's correct. That's stipulated by our accrediting body, the ACCE (American Council for Construction Education).

♦ Motion to approve with the revisions below → seconded → passed
  - o Update the Certificate Level 1 – Residential or Commercial Construction Management curriculum outline to show the revision from 18 to 15 credit hours.
  - o Correct title of the Certificate Level 1 from "Construction Management" to "Residential or Commercial Construction Management" on pg. 2 and pg. 4 of the proposal form.
  - o Note the change in credit hours for the Certificate Level 1 – Residential or Commercial Construction Management and the Occupational Skills Award – Construction Management on pg. 2 of the proposal form.

♦ **Construction Technology – Facilities Management – Craig Johnson**
  - o Program Closure
    - Award Deactivations
      - Associate of Applied Science – Construction Technology – Facilities Management
      - Certificate Level 2 – Construction Technology – Facilities Management
      - Certificate Level 1 – Construction Technology – Facilities Management
    - Terminated Courses
      - BMGT 1301, *Supervision*
      - BMGT 1306, *Facilities Management*
      - CNBT 2380, *Cooperative Education – Construction Engineering Technology/Technician*
      - HART 1303, *Air Conditioning Control Principles*
      - HART 1371, *HVAC Fundamentals*

- ♦ **CAB Discussion:**
  - o Are there parts of other programs where they could apply this knowledge to something like electrical fundamentals, plumbing fundamentals, etc.?
    - ▪ There are. We have an electrical program and a plumbing program. However, those programs are designed to train electricians and plumbers, so those classes remain full. A program like Facilities Management is better suited for Continuing Education.
  - o Is Continuing Education looking into it?
    - ▪ Yes. They've recently been running some courses for which I've helped them develop the curriculum. They're targeting specific jobs like apartment managers and [maintenance], and focusing on job-specific training.
- ♦ Motion to approve as presented → seconded → passed

- ♦ **Construction Technology – Carpentry – Craig Johnson**
  - o Program Closure
    - ▪ Award Deactivations
      - • Associate of Applied Science – Construction Technology – Carpentry
      - • Certificate Level 2 – Construction Technology – Carpentry
      - • Certificate Level 1 – Construction Technology – Carpentry
      - • Certificate Level 1 – Construction Technology – Carpentry Management
    - ▪ Terminated Courses
      - • CNBT 1318, *Construction Tools and Techniques*
      - • CRPT 1311, *Roof Systems*
      - • CRPT 1315, *Wall Systems*
      - • CRPT 1323, *Floor Systems*
      - • CRPT 1325, *Forms and Foundations I*
      - • CRPT 1341, *Exterior Finish Systems*
      - • CRPT 1345, *Interior Finish Systems*
      - • CRPT 1371, *Advanced Carpentry Techniques*
- ♦ Motion to approve as presented → seconded → passed

- ♦ **Construction Technology – Safety – Craig Johnson**
  - o Revised Awards
    - ▪ Associate of Applied Science – Construction ~~Technology –~~ Safety
      - • Change award title to "Construction Safety".
      - • Remove OSHT 1316.
      - • Add BMGT 1309.
      - • Remove elective options ELPT 1371, HART 1371, and PFPB 1371.
      - • Add elective options BMGT 1307, BMGT 2303, and BMGT 2309.
    - ▪ Certificate Level 2 – Construction ~~Technology –~~ Safety
      - • Change award title to "Construction Safety".
      - • Remove OSHT 1316.
      - • Add BMGT 1309.
      - • Remove elective options ELPT 1371, HART 1371, and PFPB 1371.
      - • Add elective options BMGT 1307, BMGT 2303, and BMGT 2309.
    - ▪ Certificate Level 1 – Construction ~~Technology –~~ Safety
      - • Change award title to "Construction Safety".
      - • Remove OSHT 1316.

- Certificate Level 1 – Construction ~~Technology –~~ Safety and Management
  - Change award title to "Construction Safety and Management".
    - o Terminated Courses
      - OSHT 1316, *Material Handling*
- **CAB Discussion:**
  - o You're removing those fundamental courses (i.e. ELPT 1371, HART 1371, and PFPB 1371). Will students still get some of those basics within the first year?
    - The fundamental courses were electives and were eliminated as part of the closing of Facilities Management. For most of the programs in the construction department, the first year of courses are the same and these will give students the fundamentals they need such as blueprint reading, safety, materials and methods, etc. before moving on to the second-year courses.
- Motion to approve with the revision below → seconded → passed
  - o Add BMGT 1309 to the list of courses added from the current catalog on pg. 2 of the proposal form.

- **Interior Design – Deborah Fuller**
  - o Revised Awards
    - Associate of Applied Science – Interior Design
      - Revise course sequencing.
    - Certificate Level 2 – Interior Design
      - Revise course sequencing.
    - Certificate Level 1 – Interior Design
      - Revise course sequencing.
    - Occupational Skills Award – Interior Design
      - Remove INDS 1372.
      - Add INDS 1319.
  - o Revised Courses
    - INDS 1319, *Technical Drawing for Interior Designers*
      - Remove prerequisite.
    - INDS 1372, *Computer-Aided Drafting for Interior Designers*
      - Add prerequisite.
      - Revise Student Learning Outcomes.
    - INDS 2310, *Kitchen and Bath Design*
      - Change INDS 1372 from a prerequisite to prerequisite/concurrent enrollment.
    - INDS 2313, *Residential Design I*
      - Change INDS 1372 from a prerequisite to prerequisite/concurrent enrollment.
    - INDS 2337, *Portfolio Presentation*
      - Change INDS 2325 from a prerequisite to prerequisite/concurrent enrollment.
- Motion to approve with the revision below → seconded → passed
  - o Add the INDS 2337 syllabus to the proposal packet.

- **HVAC (Heating, Ventilation, Air Conditioning) – Brian Sanders**
  - o Revised Awards
    - Associate of Applied Science – HVAC (Heating, Ventilation, Air Conditioning)
      - Remove HART 2334.

- - Replace HART 2342 with HART 2442.
    - Replace HART 2343 with HART 2443.
    - Replace HART 2345 with HART 2445.
  - Certificate Level 2 – HVAC Commercial Servicing Certification
    - Remove HART 2334.
    - Replace HART 2342 with HART 2442.
    - Replace HART 2343 with HART 2443.
    - Replace HART 2345 with HART 2445.
    - Designate HART 2443 as the new capstone.
  - Certificate Level 1 – HVAC Residential Servicing Certification
    - Replace HART 2345 with HART 2445.
    - Increase credit hours from 30 to 31.
- New Courses *(not in current catalog)*
  - HART 2442 (previously HART 2342), *Commercial Refrigeration*
  - HART 2443 (previously HART 2343), *Industrial Air Conditioning*
  - HART 2445 (previously HART 2345), *Residential Air Conditioning Systems Design*
- Revised Courses
  - HART 1401, *Basic Electricity for HVAC (Heating, Ventilation & Air Conditioning)*
    - Add Technical Disclosure to course description.
    - Add two Additional Collin Learning Outcomes.
  - HART 1407, *Refrigeration Principles*
    - Add Technical Disclosure to course description.
    - Add two Additional Collin Learning Outcomes.
  - HART 1441, *Residential Air Conditioning*
    - Add Technical Disclosure to course description.
    - Remove two Additional Collin Learning Outcomes.
  - HART 1445, *Gas and Electric Heating*
    - Add Technical Disclosure to course description.
    - Add one Additional Collin Learning Outcomes.
  - HART 2341, *Commercial Air Conditioning*
    - Increase weekly lab hour from 3 to 4.
    - Revise prerequisite requirement.
    - Add four Additional Collin Learning Outcomes.
  - HART 2349, *Heat Pumps*
    - Increase weekly lab hour from 3 to 4.
    - Revise corequisite requirement.
  - HART 2358, *Testing, Adjusting, and Balancing HVAC Systems*
    - Increase weekly lab hour from 3 to 4.
    - Revise prerequisite requirement.
  - HART 2438, *Air Conditioning Installation and Startup*
    - Add two Additional Collin Learning Outcomes.
- Terminated Courses
  - HART 2342 (replaced with HART 2442), *Commercial Refrigeration*
  - HART 2343 (replaced with HART 2443), *Industrial Air Conditioning*
  - HART 2345 (replaced with HART 2445), *Residential Air Conditioning Systems Design*

- ♦ **CAB Discussion:**
  - o For the eight-week speech course, do you want students to take this online or in a different format?
    - ▪ We'd really prefer hybrid or face-to-face as our students are more used to this and this would yield a higher success rate. We've been speaking with Associate Dean Rachel Bzostek Walker, and she has been working with us to try to incorporate the speech course into the HVAC/Welding rooms.
  - o Have you looked into incorporating speech components such as giving presentations into the technical HVAC courses?
    - ▪ Yes, we have. We've incorporated it into HART 2345 (2445), *Residential Air Conditioning Systems Design*, in the second semester and we're doing the same thing with math in the first semester.
- ♦ Motion to approve as presented → seconded → passed

- ♦ **Welding – Brian Sanders**
  - o Revised Awards
    - ▪ Associate of Applied Science – Welding
      - • Remove WLDG 1313, WLDG 1317, and WLDG 1435.
      - • Add WLDG 1327, WLDG 1353, and WLDG 2453.
      - • Designate WLDG 1327 as the new capstone.
      - • Change capstone substitute from WLDG 2480 to WLDG 2380.
      - • Revise course sequencing.
    - ▪ Certificate Level 2 – Welding Technology Certification
      - • Remove WLDG 1313, WLDG 1317, and WLDG 1435.
      - • Add WLDG 1353, WLDG 2435, and WLDG 2453.
      - • Designate WLDG 2453 as the new capstone.
      - • Increase credit hours from 44 to 45.
      - • Revise course sequencing.
    - ▪ Certificate Level 1 – Gas Shielded Welding Certification
      - • Remove WLDG 1313 and WLDG 1317.
      - • Add WLDG 1353 and WLDG 2435.
      - • Designate WLDG 2435 as the new capstone.
      - • Increase credit hours from 30 to 31.
    - ▪ Certificate Level 1 – Entry Welding Certification
      - • Designate WLDG 1434 as the new capstone.
  - o New Courses (*not in current catalog*)
    - ▪ WLDG 1327, *Welding Codes and Standards*
    - ▪ WLDG 1353, *Intermediate Layout and Fabrication*
    - ▪ WLDG 2380 (formerly WLDG 2480), *Cooperative Education – Welding Technology/Welder*
    - ▪ WLDG 2453, *Advanced Pipe Welding*
  - o Revised Courses
    - ▪ WLDG 1407, *Introduction to Welding Using Multiple Processes*
      - • Revise Technical Disclosure in course description.
    - ▪ WLDG 1428, *Introduction to Shielded Metal Arc Welding*
      - • Revise Technical Disclosure in course description.
    - ▪ WLDG 1430, *Introduction to Gas Metal Arc Welding*
      - • Revise Technical Disclosure in course description.
      - • Add corequisite.
    - ▪ WLDG 1434, *Introduction to Gas Tungsten Arc Welding*

- Revise Technical Disclosure in course description.
- Add corequisite.
  - WLDG 2371, *Advanced Welding in Aerospace Applications*
    - Add additional prerequisites.
    - Add one Additional Collin Learning Outcome.
  - WLDG 2435, *Advanced Layout & Fabrication*
    - Revise prerequisite requirement.
  - WLDG 2443, *Advanced Shielded Metal Arc Welding (SMAW)*
    - Remove corequisite.
  - Terminated Courses
    - WLDG 1313, *Introduction to Blueprint Reading for Welders*
    - WLDG 1317, *Introduction to Layout & Fabrication*
    - WLDG 1435, *Introduction to Pipe Welding*
    - WLDG 2480 (replaced by WLDG 2380), *Cooperative Education – Welding Technology/Welder*
- **CAB Discussion:**
  - For WLDG 2453, a lab is required and this is noted at the end of the course description on the syllabus. Should this also be noted on WLDG 1327 and WLDG 1353?
    - Yes.
- Motion to approve with the revisions below → seconded → passed
  - Add the WLDG 1407 syllabus to the proposal packet.
  - Add "Lab required" to the course description on the WLDG 1327 and WLDG 1353 syllabi.

Expedited Proposals
- **Music**
  - Course Revisions
    - MUAP 11XX, *Secondary Applied Music*
      - Add intermediate proficiency statement.
    - MUAP 22XX, *Concentration Applied Music*
      - Add intermediate proficiency statement.
    - MUEN 1121, *Jazz Band*
      - Add intermediate proficiency statement.
    - MUEN 1122, *Symphonic Wind Ensemble*
      - Change "Basic" to "Intermediate" in course description.
      - Add intermediate proficiency statement.
    - MUEN 1131, *New Music Ensemble*
      - Add intermediate proficiency statement.
      - Remove prerequisite of "Audition".
    - MUEN 1132, *Keyboard Ensemble*
      - Add intermediate proficiency statement.
    - MUEN 1133, *Woodwind Ensemble*
      - Add intermediate proficiency statement.
    - MUEN 1134, *Brass Ensemble*
      - Add intermediate proficiency statement.
    - MUEN 1135, *Expressions Combo*
      - Add intermediate proficiency statement.
      - Remove prerequisite of "Audition".
    - MUEN 1136, *Chamber Ensemble*
      - Remove prerequisite statement, credit hour, and "(A)" found in the

course description.
- Add "Additionally" to the course description.
- Change "Basic" to "Intermediate" in course description.
- Add intermediate proficiency statement.
- MUEN 1137, *Guitar Ensemble*
  - Add intermediate proficiency statement.
- MUEN 1138, *Percussion Ensemble*
  - Add intermediate proficiency statement.
- MUEN 1139, *String Ensemble*
  - Add intermediate proficiency statement.
- MUEN 1140, *Jazz Combo*
  - Remove prerequisite of "Audition or consent of Associate Dean/Director".
  - Add intermediate proficiency statement.
- MUEN 1141, *Collin Chorale*
  - Add intermediate proficiency statement.
  - Remove prerequisite of "Consent of Associate Dean/Director".
- MUEN 1142, *Expressions Vocal Jazz Ensemble*
  - Add intermediate proficiency statement.
  - Correct spelling error in Student Learning Outcome #3.
- MUEN 1151, *A Capella Pop Group*
  - Add intermediate proficiency statement.
- MUEN 1152, *Opera Theatre Ensemble*
  - Add intermediate proficiency statement.
- MUEN 1153, *Chamber Choir*
  - Add intermediate proficiency statement.
- MUEN 1154, *Musical Theatre Ensemble*
  - Add intermediate proficiency statement.
- Motion to approve with the revisions below → seconded → passed
  - Remove "Basic" and add "Intermediate" in the course description on the MUEN 1136 syllabus.
  - Note the above revision on pg. 2 of the proposal form.

Informational Report
- Animation and Game Art
  - Terminate GAME 2336.
- Animation and Game Art
  - Certificate Level 3 – ESC – Advanced Animation & Game Art Production
    - Remove GAME 2336 from the list of elective options.
- Construction Technology – Electrical
  - Terminate ELPT 1371.
- Construction Technology – Plumbing
  - Terminate PFPB 1371.
- Construction Technology – Electrical
  - AAS – Construction Technology – Electrical
    - Remove HART 1371 and PFPB 1371 as elective options.
- Construction Technology – Plumbing
  - AAS – Construction Technology – Plumbing
    - Remove ELPT 1371 and HART 1371 as elective options.
- Information Systems Cybersecurity; Cybersecurity (BAT)
  - AAS – Information Systems Cybersecurity

- ▪ Remove ITNW 2374 from the note at the beginning of the award.
  - o BAT – Cybersecurity
    - ▪ Remove ITNW 2374 from the note at the beginning of the award.
- ♦ Pharmacy Technician
  - o AAS – Pharmacy Technician
    - ▪ Remove BIOL 2421 and CHEM 2423 as possible substitutes for BIOL 1406.

Deans' Liaison Report – Lupita Tinnen

Guest - Dr. Abe Johnson
Instructor Eligibility
- Make sure all Faculty Credential Inventories (FCIs) are up to date in Caspio to allow easy migration into Workday. The integration from Caspio to Workday will not initiate until all approvals have been processed.
- FCIs must be complete before an instructor can be assigned to a class. Dean Michelle Millen provided instructions to verify eligibility in Workday.

Guest – Jennifer Waits
Dean's List Letter

Registrar Jennifer Waits will share the latest version of the Dean's List Letter with the Deans for their review and approval. Once approved, the letter will become automated in Banner and eventually transition to Workday.

CO-AID Committee Update
- Professor Mindy Bailey has been added as Co-Chair alongside Associate Dean Regina Hughes to the CO-AID (Collin Online Academic Integrity Defensive) Committee.
- CO-AID is documenting what's being done for students who are using AI.
- Chief Information Officer David Stephens spoke to CO-AID about developing best practices using AI responsibly.
- Some ISDs are blocking AI due to cheating.
- The Collin College Library has developed some guidelines here: https://collin.libguides.com/ai

Senate Bill 8 Committee Update
Subcommittees are trying to determine impacts to funding, including dual credit, Occupational Skills Awards (OSAs), Advanced Tech and Continuing Education to maximize funding opportunities.

Provost Updates
- Training sessions for Workday Student are opening soon. Email notifications were sent out to some faculty, staff, and administrators who are strongly encouraged to sign up.

- Dean Michelle Millen's team is updating the template on compliance and format for advisory committees. Agenda items should be created for every meeting.

- Continuing Education is looking into Coursera Career Academy for tracking certifications, which is also useful for tracking professional development for faculty and staff. Additionally, it may be marketable to credit students to show credentialing to future employers.

<u>Comprehensive Committee List</u>
- Deans will create a comprehensive list of all advisory board committees and subcommittees by 2/23/24.

Faculty Council Report – Anna Genneken

<u>February 16, 2024</u>

Guest speaker, VP P-12 Partnerships and Districtwide Scheduling, Craig Leverette
- Dual Credit
    - There has been improved communication since moving it all under one umbrella.
    - Goals for the future of dual credit with Collin College – streamlined and quick communication between college and ISDs, better relationships with P-12 partners, better support for students in each specific type of P-12 Partnership program, eliminate ISD staffing requests through standardized language sent to ISD as part of the partnership agreements, provide better orientation to the dual credit program for prospective dual credit students and parents

- Scheduling
    - HB 8 influencing scheduling significantly
        - Extra money attached to dual credit transfers
    - Goal – minimize roadblocks to completions
        - New software to streamline building the schedule – data-driven

- Needs Faculty Council Help
    - Wants dual credit grades weighted the same as AP/IB course options in all ISDs – roadblocks to this include faculty letting students out of class early, inconsistency between faculty on student outcomes (F/W vs all As)

Vice President's Report
- Inviting ideas for how to handle the Sunshine Fund money

President's Report
- 50 spots at TCCTA (Texas Community College Teachers Association) for adjuncts are being paid for by the Dean's budget money
- Adjuncts have up to a week of sick pay but no professional development pay (seeking a recommendation for professional development pay)
- Faculty Handbook should not be updated during the academic year per Abe Johnson; updates since the beginning of this academic year are in this upcoming Faculty Newsletter
- Faculty Absence SOP (Standard Operating Procedure) – Faculty Council recommends a SOP statement for planned versus unplanned absences (it was emailed out before the meeting)

Dean of Students Task Force Report
- Scholastic Dishonesty Proposal - passed for recommendation

- Faculty will be allowed to put a placeholder of "0" for assignments with suspected plagiarism until DOS (Dean of Students) makes a determination. This grade may not be used in final grade submissions.
- Requires syllabus statement changes and board policy changes

Student Evaluations Task Force Report
- Revised survey should have no more than 8-10 questions (fewer is better)
- Each question should have a text entry box for comments to explain
- Target date is Fall 2025
- Reaching out for feedback on the constructs on which faculty want to be evaluated

Procedures and Nominations Committee Proposal - passed
- FT Nominations and Elections are done by division, not campus
  - 1-25 (1), 26-49 (2), 50+ (3) representation to faculty on the side of inclusion = about 5% representation
  - 23 to 29 representatives – largely from the workforce programs
- Adjunct Nominations and Elections
  - Maintain four adjunct faculty as currently distributed with the addition of two workforce specific representatives

Resources and Renumeration Committee Report
- Overloads Statement
  - Proposal passed for overloads statement that allows for overloads without pressure placed on faculty to take overloads
- Discussion on Class Caps and Large-Group-Instruction statements was tabled until the April meeting

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

CAB Business/Discussion Items
- Status of CAB Recommendations: The proposals from the February 9th meeting were e-mailed out to leadership earlier this week. Early next week, Dr. Hardesty will e-mail out the proposals from today's CAB meeting. He has asked leadership to get back to us by March 8th before Spring Break, so we should know something by that point.
- February 9th Meeting Minutes
  - Motion to approve minutes → seconded → passed

February Meetings
- Friday, March 22nd at 1:30 pm in CHEC 225

Motion to adjourn → seconded → meeting adjourned at 4:01 pm