

Curriculum Advisory Board
Friday, February 24, 2023
1:30 pm
CHEC 107
Meeting Minutes

Voting Members Present

April Adams, Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Gail Ellison, Andrea Fields, Anna Genneken, John "Rusty" Haggard, Joan Hunsaker, Audri Luebbers, Paul Manganelli, Camin Melton, James Mergerson, Christine Millard, Heather Rawls, Steven Rizzo, Rachna Sachdeva, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Helen Wang

Voting Members Absent

Mark Popowski (Proxy – Steven Rizzo), Charles Ring, Jimmy Wallace, Kaycee Washington (Proxy – Mohammed Tahiro)

Non-Voting Members Present

Ex-Officio Members: Jocelyn Alexander, Daphne Babcock, Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Donna Smith, Lupita Tinnen
Advisory Members: André Cameron, Wendy Gunderson, Mari Lopez, Sarah Monroe

Non-Voting Members Absent

Ex-Officio Members: Jamie Mills
Advisory Members: none

Others Present

Hannah Adams, Martha Chalhoub, Greg Cox, Pamela Darling-Facio, Leon Deutsch, Thomas Ehrhart, Katie Robinson, Kenya Rutherford

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

New Curricular Proposals

◆ **Business Field of Study (BFOS) – Thomas Ehrhart**

- Revised Awards
 - Associate of Arts – Business Field of Study
 - * Remove BCIS 1305 and BUSI 2305.
 - * Add two Directed Electives with footnotes.
 - * Open core options for:
 - 010 Communication
 - 060 American History
 - 090 Collin Options (Area 1 – Speech)
 - Certificate – Business Field of Study
 - * Remove BCIS 1305 and BUSI 2305.
 - * Add two Directed Electives with footnotes.

◆ **CAB Discussion:**

- Students have tried to graduate with the AA Business FOS, but some have taken MATH 1325 instead of MATH 1324. Do students have the option to substitute MATH 1325 with MATH 1324?
 - No. Aside from the directed electives, the Fields of Study are set by the state and course substitutions are not permitted.
- ◆ Motion to approve as presented → seconded → passed

◆ **Mathematics – Martha Chalhoub**

- Course Revisions
 - MATH 1314 (*College Algebra*)
 - * Revise course description.
 - MATH 1324 (*Mathematics for Business and Social Sciences*)
 - * Remove Additional Collin Outcomes.
 - MATH 1325 (*Calculus for Business and Social Sciences*)
 - * Remove Additional Collin Outcomes.
 - MATH 1342 (*Elementary Statistical Methods*)
 - * Revise course description.
 - MATH 2305 (*Discrete Mathematics*)
 - * Remove course from the core.
 - MATH 2318 (*Linear Algebra*)
 - * Remove course from the core.
 - MATH 2414 (*Calculus II*)
 - * Remove Additional Collin Outcome.

◆ **CAB Discussion:**

- What was the initial rationale for including MATH 2305 and MATH 2318 as core mathematics options?
 - All MATH courses were initially included as mathematics core options and were assessed by the Core Objectives Assessment Team (COAT). However, upon further review, a few of those upper-level courses were found to have math prerequisites, so students would have already satisfied the core requirements before reaching either MATH 2305 or MATH 2318. Additionally, if we were a new community college district and submitted these two courses as core options, neither of these courses would have been accepted by the Coordinating Board. In the future, we may have to look at some science courses the same way.

◆ Motion to approve as presented → seconded → passed

◆ **Medical Assisting Advanced Practice – Leon Deutsch**

- Revised Awards
 - Associate of Applied Science – Medical Assisting Advanced Practice
 - * Remove HITT 1305.
 - * Add MDCA 1210.
 - * Change MDCA 1154 to MDCA 1254.
 - Certificate Level 1 – Medical Assisting Advanced Practice
 - * Remove HITT 1305.
 - * Add MDCA 1210.
 - * Change MDCA 1154 to MDCA 1254.
- New course
 - MDCA 1254 (*Medical Assisting Credentialing Exam Review*)
- Course Revisions
 - MDCA 1154 (*Medical Assisting Credentialing Exam Review*)
 - * Increase credit hours from 1 to 2.
 - This will change MDCA 1154 to MDCA 1254.
 - * Increase lecture hours from 1 to 2.
 - * Revise prerequisite.
 - MDCA 1360 (*Clinical – Medical/Clinical Assistant*)
 - * Revise prerequisite.
 - * Update State-mandated Outcome #1.

- Course Terminations
 - MDCA 1154 (*Medical Assisting Credentialing Exam Review*)
 - * Terminate as of Fall 2024.
- ◆ **CAB Discussion:**
 - How does one get certified in phlebotomy?
 - Students will need to demonstrate and document 50 successful live sticks on a human, which will be done in either the classroom or clinical settings.
 - You mentioned that medical terminology will still be taught in the other courses. Does that mean you will have to revise the Student Learning Outcomes?
 - As an example, LVN does not have a medical terminology course, but students are taught this in lessons throughout their first semester, so students can achieve what they need to know. Our accreditation has four learning outcomes specifically for medical terminology, and we can incorporate that into MDCA 1309 and HPRS 2301 without really changing the Student Learning Outcomes (SLOs) as set by WECM.
 - **Update:** This proposal was tabled at the Academic and Student Services Committee (ASSC) meeting held on Friday, March 3rd. The ASSC requested there be some way to identify/document which courses cover medical terminology, such as by adding Additional Collin Outcomes.
 - Does that mean the new SLOs will go through as expedited or informational?
 - No, we're not changing the SLOs as the content is already covered in the WECM SLOs. The program is accredited through Commission on Accreditation of Allied Health Education Programs (CAAHEP), which requires that we list our Additional Learning Outcomes at the bottom of the syllabus whereas the WECM SLOs are listed on top.
 - **Update:** The Medical Assisting Advanced Practice program will revise two of their MDCA courses and resubmit their formal proposal at the March CAB meeting.
- ◆ Motion to approve as presented → seconded → passed
- ◆ **Emergency Medical Services Professions – Greg Cox and Tim Mock**
 - Revised Awards
 - Associate of Applied Science – Emergency Medical Services Professions
 - * Change EMSP 1438 to EMSP 1338.
 - * Change EMSP 2444 to EMSP 2544.
 - * Update program “prerequisites” to read “Degree Pre-Program Requirements”.
 - Certificate Level 1 – Paramedic
 - * Change EMSP 1438 to EMSP 1338.
 - * Change EMSP 2444 to EMSP 2544.
 - * Update program “prerequisites” to read “Degree Pre-Program Requirements”.
 - New courses
 - EMSP 1338 (*Introduction to Advanced Practice*)
 - EMSP 2544 (*Cardiology*)
 - Course Revisions
 - EMSP 1355 (*Trauma Management*)
 - * Add one new Additional Collin Outcome.
 - EMSP 1356 (*Patient Assessment and Airway Management*)
 - * Decrease lab hours from 4 to 2.
 - EMSP 1438 (*Introduction to Advanced Practice*)

- * Decrease credit hours from 4 to 3.
 - This will change EMSP 1438 to EMSP 1338.
 - * Decrease lecture hours from 3 to 2.
 - * Decrease lab hours from 3 to 2.
 - EMSP 2143 (*Assessment-Based Management*)
 - * Decrease lab hours from 3 to 2.
 - EMSP 2206 (*Emergency Pharmacology*)
 - * Decrease lab hours from 3 to 2.
 - EMSP 2305 (*EMS Operations*)
 - * Increase lecture hours from 2 to 3.
 - * Decrease lab hours from 2 to 0.
 - EMSP 2330 (*Special Populations*)
 - * Increase lecture hours from 2 to 3.
 - * Decrease lab hours from 4 to 1.
 - EMSP 2444 (*Cardiology*)
 - * Increase credit hours from 4 to 5.
 - This will change EMSP 2444 to EMSP 2544.
 - Increase lecture hours from 3 to 4.
 - EMSP 2534 (*Medical Emergencies*)
 - * Decrease lecture hours from 4 to 3.
 - Course Terminations
 - EMSP 1438 (*Introduction to Advanced Practice*)
 - * Terminate as of Fall 2023
 - EMSP 2444 (*Cardiology*)
 - * Terminate as of Fall 2023.
- ◆ **CAB Discussion:**
 - So, students in this program are already EMTs before they become Paramedics?
 - Yes, they are.
 - For the pre-program requirements, do we usually specify whether it's a degree or certificate, or is that additional? Some of the other outlines don't specify whether it's for a degree or certificate. It only lists "Pre-Program Requirements" at the very top.
 - NOTE: For consistency, we made some changes across the board. Originally in the catalog, some programs contained the header "prerequisites", but prerequisites are courses that must be taken before signing up for the next one. Plus, those respective courses are listed in the description. Instead, they are now called "Pre-Program Requirements".
 - We should be able to do "Pre-Program Requirements" because it's required for both the AAS and the certificate.
 - Do we need to have it say "*Degree* Pre-Program Requirements"?
 - I don't think that we need to do that, but we can doublecheck to make sure we're consistent on all other programs.
 - To clarify, is the AAS a Special Admission program?
 - It isn't, but before the student is officially admitted to the program, the department will check to make sure the student has their National Registry (NR) EMT or Texas EMT Certification.
- ◆ Motion to approve as presented → seconded → passed

- ◆ **Interpreter Education Program (IEP) – Kenya Rutherford**
 - Revised Awards
 - Associate of Applied Science – Interpret Education Program (IEP)
 - * Change program title and degree award to “Interpreter Training Program”.
 - * Remove SLNG 1291.
 - * Add SLNG 1248.
 - * Open core for Humanities/Fine Arts.
 - PHIL 2306 is recommended, but not required.
 - Remove footnote.
 - * Remove note, “Prior to registering for the Second Year coursework, the IEP Language Assessment is required”.
 - Certificate Level 2 – ASL Studies
 - * Open core options for Speech.
 - SPCH 1311 is recommended, but not required.
 - New Course
 - SLNG 1248 (*Vocabulary Development for Interpreters*)
 - Course Revisions
 - SLNG 2387 (*Internship II – Sign Language Interpretation and Translation*)
 - * Revise prerequisite.
 - SLNG 2331 (*Interpreting III*)
 - * Revise prerequisite.
 - Course Terminations
 - SLNG 1291 (*Special Topics in Sign Language Interpreter*)
 - * Terminate as of Fall 2023.
- ◆ **CAB Discussion:**
 - Have the fall semester only courses caused a problem?
 - No. Most of our students understand that they’re working within a cohort, which is why we have mandatory advising every fall to help make that clear.
- ◆ Motion to approve as presented → seconded → passed
- ◆ **Veterinary Technology – Karina Taylor**
 - Revised Award
 - Associate of Applied Science – Veterinary Technology
 - * Remove VTHT 2325.
 - * Add VTHT 2209.
 - * Change VTHT 1249 to VTHT 1349.
 - * Open core for Speech.
 - No specific Speech course is recommended.
 - * Open core for Mathematics to MATH 1314 or a higher-level math.
 - MATH 1332, MATH 1342, MATH 1350, and MATH 1351 will not satisfy this requirement.
 - Add footnote.
 - * Revise course sequencing.
 - New courses
 - VTHT 1349 (*Veterinary Pharmacology*)
 - VTHT 2209 (*Food Animal Clinical Management*)
 - Course Revisions
 - VTHT 1249 (*Veterinary Pharmacology*)
 - * Increase credit hours from 2 to 3.

- This will change VTHT 1249 to VTHT 1349.
 - * Increase lecture hours from 1 to 2.
 - * Increase lab hours from 2 to 3.
 - VTHT 1271 [*Veterinary Technician National Examination (VTNE) Prep Course*]
 - * Revise prerequisite.
 - VTHT 1341 (*Anesthesia and Surgical Assistance*)
 - * Revise prerequisite.
- ◆ **CAB Discussion:**
- What was the rationale for moving the speech course to a later semester?
 - Students are allowed to take speech at any time during the program. We have found that the first semester has been incredibly challenging for our students, especially for recent high school graduates whose only college experience has been taking the prerequisites in the summer. The program offers a total of seven classes (four lectures and three labs) in the first semester, and students are choosing not to take the speech or they're withdrawing from it. It makes more sense to move speech to a later, and less challenging, semester.
- ◆ Motion to approve as presented → seconded → passed

Expedited Proposals

- ◆ Biology – BIOL 2420 Title Revision
 - Course Revision
 - BIOL 2420 (*Microbiology for Non-Science Majors*)
 - Change title to “Microbiology for Health Science and Non-Science Majors”.
- ◆ Motion to approve as proposed → seconded → passed
- ◆ Commercial Photography – PHTC 2308 Revision
 - Course Revision
 - PHTC 2308 (*Wedding Photography*)
 - Increase lab hours from 3 to 4.
 - Revise prerequisite.
- ◆ Motion to approve as proposed → seconded → passed
- ◆ History – New Course and HIST 2381 Title Update
 - New course
 - HIST 2382 (*African American History II*)
 - Course Revisions
 - HIST 2381 (*African American History*)
 - Change title to, “African American History I”.
- ◆ Motion to approve as proposed → seconded → passed
- ◆ Computer-Aided Drafting and Design (CADD) – Award Corrections
 - Revised Awards
 - Associate of Applied Science – Computer-Aided Drafting and Design (CADD)
 - Designate Capstone (DFTG 2332).
 - Certificate Level 2 – Computer-Aided Drafting and Design (CADD)
 - Designate Capstone (DFTG 2332).
 - Remove duplicate DFTG 1317.
 - Add DFTG 2381.
 - Revise course sequencing.
 - Certificate Level 1 – Computer-Aided Drafting and Design (CADD)

- Designate Capstone (DFTG 2319).
 - Occupational Skills Award (OSA) – Computer-Aided Drafting and Design (CADD)
 - Correct course from DFTG 2328 to DFTG 2319.
- ◆ Motion to approve as proposed → seconded → passed
- ◆ Video Production – Course Revisions and Course Termination
 - Course Revision
 - FLMC 2380 (*Cooperative Education – Cinematography and Film/Video Production*)
 - Correct State-mandated Learning Outcome #1.
 - RTVB 2330 (*Film and Video Editing*)
 - Update State-mandated Learning Outcomes per WECM revision.
 - RTVB 2337 (*TV/Video Production Workshop I*)
 - Update course description per WECM revision.
 - RTVB 2347 (*Electronic Media Business Management*)
 - Revise prerequisite.
 - Course Termination
 - FLMC 1380 (*Cooperative Education – Cinematography and Film/Video Production*)
- ◆ Motion to approve as proposed → seconded → passed
- ◆ Urban Sustainable Agriculture – Capstone Designations and AGCR 2585 Revision
 - Revised Programs
 - Associate of Applied Science – Urban Sustainable Agriculture
 - Designate Capstone (AGCR 2586).
 - Certificate Level 1 – Controlled Environment Agriculture
 - Designate Capstone (HALT 2402).
 - Certificate Level 1 – Sustainable Agriculture
 - Designate Capstone (HALT 2421).
 - Course Revision
 - AGCR 2586 (*Internship – Crop Production*)
 - Add prerequisites.
- ◆ Motion to approve as proposed → seconded → passed
- ◆ Government – GOVT 2304 Prerequisite Removal
 - Course Revision
 - GOVT 2304 (*Introduction to Political Science*)
 - Remove prerequisite, “Consent of Associate Dean/Director”.
- ◆ Motion to approve as proposed → seconded → passed

Informational Report

- ◆ Course Revisions per WECM
 - Update credit course syllabi to bring them in alignment with the 2022 WECM revisions.
- ◆ Music – MUSI 1306 Course Description
 - Correct last word on State-mandated Outcome #2 from “technology” to “terminology”.
- ◆ Paralegal – AAS in Paralegal/Legal Assistant
 - Remove MATH 2305 and MATH 2318 from substitution list for MATH 1314.
- ◆ Clinical/Practicum/Cooperative Education Corrections
 - Update any xx6x or xx8x course missing the phrase, “As outlined in the learning plan...”.
- ◆ Cooperative Education Terminations

- Per their respective academic departments, select unused cooperative education courses can be terminated.
- ◆ MATH 001A Termination
 - Per the academic department, this course is not in use and can be terminated.
- ◆ Animation and Game Art – ESC in Advanced Animation & Game Art Production
 - Remove FLMC 1380 from the list of elective options.
- ◆ Geospatial Information Science (GIS) – Correct title.
 - Correct title for GISC 2172 to, “Geospatial Information Science (GIS) Portfolio Development”.

Deans’ Liaison Report – Lupita Tinnen

- ◆ The Anthony Peterson Center for Academic Assistance (APCAA) is developing new tutor job descriptions to address issues and streamline. If this impacts you, they will reach out to discuss. It does have an impact outside the APCAA since some areas use these job descriptions to staff tutors for certain programs. This especially impacts district workforce programs.
- ◆ Dr. Hardesty presented on Faculty Credentialing Inventory (FCI) issues. We are personally responsible for verifying an FCI is in place for every single rubric you staff someone in; never assume these are in place and personally verify them for all personnel. We also discussed cases in which we hired someone to teach one rubric and then later staffed them in something else. This is a problem area, because the hiring is already done and no HR process will prompt to give the new FCI. If you do that, you are personally responsible for making sure HR gets the transcript that would credential them for that new area if the ones provided in their original hire did not. If those are different than what HR already has, they have to get an official copy.
- ◆ Weekend College is now under iCollin. The Weekend College Dean, Gaye Cooksey, will be taking over some of the weekend courses, so they will be under her Dean code and not under the Associate Deans. The Weekend College Director, Brian Lenhart, will be overseeing some of those adjunct faculty. Deans will get emails about which specific courses have been identified to be moved. This will begin in the fall and it includes Friday evening, Saturday, and Sunday courses only. Associate Deans are requested not to staff any Fall WC sections.
- ◆ iCollin gave an update on the summer schedule. The next round of looking at additional summer web courses with up to three to four requests is in progress. iCollin will send each Dean which courses have been identified for the division faculty and send the Dean an email to confirm for each division before staffing. We will see how this all pans out before talking about a fifth for anyone. It will be a slow process, but this will be necessary to ensure equity.
- ◆ There was a discussion on coming up with a timeline/conditions under which we would pay faculty to upload a district template for a course. We had CARES funding in the past when online courses were being developed, but that has since ended. There needs to be a new process for how we pay those stipends because they would now come from division funds. A group is getting formed to work on this.
- ◆ There was a long discussion on the inequities in compensation for overloads that will be addressed. It was decided that this is something that should go through Faculty Council and it should be faculty-driven, not dean-driven.

Faculty Council Report - Mohammed Tahiro

January 20, 2023:

- ◆ Per the President's report, the Board approved All College Day at the Star next year.
- ◆ Administration submitted a change to the grievance procedure based on the Segal Report. The Organizational, Education, and Policy (OEP) committee on the Board of Trustees sent it back to Administration with their concerns, including a concern with the 10-day window to file a grievance given the addition of requirements for informal coaching.
- ◆ There was discussion regarding the appropriateness of including ChatGPT and any other AI more specifically in the handbook. Turnitin now has a feature where it can detect AI-written material that you can activate while screening for plagiarism, according to the eLC. However, there was some confusion if this is a current feature or if it will be launched later this year.
- ◆ Additional concerns were expressed from faculty regarding the Dean of Students (DOS) not finding students responsible for plagiarism for assignments that are not able to be documented through a Turnitin report and the lack of discipline-specific evaluation on academic integrity reports for some of the more technical disciplines. An invitation was extended to the District Dean of Students Terrance Brennan to attend Faculty Council meetings and he accepted. He will attend the March 17th meeting.
- ◆ The recommendation of reducing Faculty Council representation at the Plano Campus from 8 to 7 faculty members in order to provide more representation from the Frisco and McKinney campuses was approved. There are currently talks of increasing Wylie Campus representation as it is anticipated to have 35 full-time faculty next year. This recommendation is based upon the current faculty count versus potential. Nominations began on February 20th and will end on March 14th. There are 16 open representative positions.

February 17, 2023:

- ◆ Per the President's report, the OEP committee approved a shift from a 5- to a 7-year Master Plan.
- ◆ It has been confirmed that evaluations will be conducted in all terms, but no decision has been made on how they'll be used. The Faculty Council will seek comments/concerns with respect to evaluations in shorter terms.
- ◆ Concerns were expressed over the daily requirement of accepting the data usage policy.
- ◆ Dr. Sharon Eaves, the new Chair of the Institutional Review Board (IRB), provided a brief presentation. New forms and processes will be available this summer.
 - NOTE: If you are doing graduate research, you will still need approval to use Collin resources. There was additional discussion regarding the requirements for administrative approval of research. Dr. Johnson requested that Faculty Council form a group to identify and share concerns.
- ◆ Concerns were expressed about contractual companies whose employees are paid to service Collin College, such as cleaning, who were unable to be paid for the hours missed. A decision was made to communicate these concerns to the Administration.
- ◆ Dr. Les Stanaland presented the need for teaching and learning to support not only pedagogical improvement, but also staying current in areas of study. A Working Paper Series Proposal to give

a regular opportunity for faculty as scholars to showcase in-progress works to elicit valuable feedback before attending conferences or submitting for publication.

- ◆ There was a presentation on the potential creation of an emergency relief fund for students in crisis, which will also be discussed at the Academic Governance and Strategic Planning Council (AGS).
- ◆ In response to the Segal Report, the Multi-Year Contract (MYC) taskforce is looking at all areas to identify gaps and opportunities to streamline the process. A survey was sent to help taskforce members identify trends members may not know about.

Prior Learning Assessment Report

- ◆ There was no Prior Learning Assessment (PLA) Report.

CAB Business/Discussion Items

- ◆ Status of CAB Recommendations: All CAB recommendations from the December and January CAB meetings have been approved by the ASSC (i.e. leadership).
- ◆ January 11th Meeting Minutes
 - Motion to approve minutes with attendance correction → seconded → passed

Next Meeting

- ◆ Friday, March 24th at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:52 pm