

Curriculum Advisory Board
Friday, April 21, 2023
1:30 pm
CHEC 107
Meeting Minutes

Voting Members Present

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, Mark Popowski, Heather Rawls, Charles Ring, Steven Rizzo, Rachna Sachdeva, Karina Taylor, Tristin Tiner, Helen Wang, Kaycee Washington

Voting Members Absent

April Adams (Proxy – Audri Luebbers), Jimmy Wallace, Mohammed Tahiro (Proxy – Kaycee Washington)

Non-Voting Members Present

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

Others Present

Jocelyn Alexander, David Malone, Karen Stepherson

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

New Curricular Proposals

- ◆ **Aesthetician (*Continuing Education*) – Ketia Bradley**
 - New Award
 - Continuing Education Certificate Level 1 – Aesthetician
 - New Courses (*in the order as designated on the curriculum outline*)
 - CSME 1047, Principles of Skin Care/Facials and Related Theory
 - CSME 1048, Principles of Skin Care
 - CMSE 1021, Principles of Facial and Skin Care Technology I
 - CMSE 1045, Principles of Facial and Skin Care Technology II
 - CMSE 2031, Principles of Facial and Skin Care Technology III
- ◆ **CAB Discussion:**
 - Do we have the ability to accommodate multiple campuses in case we run out of space at the Courtyard Center?
 - We would if we get the budget. We would also need to take space and equipment into consideration.
 - Is Continuing Education (CE) able to get any full-time faculty?
 - That isn't a question we can answer for the CE department. Although some departments within CE have staff who also teach, I don't think there are any full-time instructors in Continuing Education.
 - When students are paying for this, will they be eligible for financial aid?
 - The only financial aid available for CE students is a state grant called the Texas Public Education Grant; they cannot receive federal financial aid.

- Will students be required to register/pay for all courses up front, or can they register/pay as they go?
 - Students can register/pay as they go.
- Would the fees only cover what would be considered tuition on the credit side, or would they also cover other expenses like books and insurance?
 - The price will include the lab insurance. Additionally, we have insurance covered through the ASCP (Associated Skin Care Professionals) that is not only for classroom insurance, but any type of liability insurance when students enter the workforce. The ASCP will provide a free website for students; after they move out of our program, students will be able to start their own businesses or work for other entities and have a website that has already been constructed for them. We also have a business portion of the class designed into our program, so students who are interested in entrepreneurial opportunities are able to do that as well.
 - The Small Business Development Center is available to our CE students, which is a great resource for those who want to get out there on their own.
- What criteria will be used to determine if students are eligible to continue moving through the program?
 - The criteria can be found in the Aesthetician Assessment Plan on p. 4-6. These courses are not pass/fail like most CE courses; they will be graded.
 - * Some examples of our general criteria include:
 1. Students must receive an average of 75% or higher on all exams.
 2. Students must receive an average of 75% or higher on combined grades for homework, essays, presentations, and quizzes.
 3. Students must receive an overall lab average of 75% or higher.
 - * Some courses may have additional criteria. For example, CSME 1047 requires that students receive a 75% or greater on the *Sanitation, Safety, and First Aid* exam before they're eligible to proceed to courses 2-5.
- Are there policies in place for students who do not meet these standards?
 - Yes, we have policies along the way. The proposal outlines all the steps we plan on taking for student retention and recruitment on p. 27. Instructors will report students who fall behind and we will meet with those students to see if remediation is needed.
 - During the program, we have an exam prep course written as well, which is one of our other courses that isn't listed on the curriculum outline. There's a practical exam and a written exam, and there are two courses that we have to prepare students for them.
- With respect to remediation, if a student passes the first two courses and then fails the third, do they have to start the program over from the beginning?
 - In CE, we normally allow students two attempts to pass a course. However, if they have to take the course again, they will need to pay for it.
- Will there be PLA opportunities available for people who have been working in the field for some time and would like formal training?
 - We hope to have that in the future, but this hasn't been implemented for the basic plan that we have so far.
- Is the plan to launch the program for this fall or next spring?
 - It depends on the timing because it must go through leadership, then the Board, then the Coordinating Board, and after that, there's the construction. The State will have to come out and conduct an inspection to make sure we're up to standard, and we also have to wait for the budget to roll around so we can purchase the equipment.

- CE is able to start the program at any time, so they don't have to wait for the new academic year like credit programs do, correct?
 - Correct.
 - Why is the cost different for credit versus non-credit (CE)?
 - It's partly because credit courses have certain limitations on what you can do as the cost is set by credit hour. CE is typically done as an add-on and it's what many institutions will use to generate revenue. The cost of Continuing Education courses is based on what the market will bear, so it operates as a business a lot of times. It's a P&L (Profit and Loss), so it must support itself.
 - What will be the size of the first cohort?
 - We're considering 16 to 20 students, but the numbers we've presented will allow about 16 students in the first cohort; then, we'll gradually increase to 20 students. We won't go any higher than that because it's a hands-on program and we don't want to overwhelm the instructors.
 - What kind of lasers are you going to have?
 - Lasers will come later. There will be laser hair removal and laser skin rejuvenation like photofacials where we're taking care of dark spots. Any kind of anti-aging skin treatment will be available. We're not going to laser veins, because that must always be done by nurses.
 - Will you have fractional lasers?
 - No, we will not have fractional lasers. Those require narcotics a lot of the time. We won't be able to bring that to Collin.
- ◆ Motion to approve as presented → seconded → passed

Expedited Proposals

- ◆ There are no Expedited Proposals.

Informational Report

- ◆ Cooperative Education Termination – RELE 2381
 - Confirmed RELE 2381 needs to be terminated, not revised.
- ◆ HVAC Termination – HART 1256
 - Terminate HART 1256 per HVAC's February 2021 CAB proposal.
- ◆ Cybersecurity Course Description Revision – ITSY 2576
 - Revise the course description to better identify the EC Council's five domains.
- ◆ Criminal Justice – Directed Electives and Verbiage
 - For the AAS, the revised statement regarding directed electives has been added.
 - For the certificate, the revised statement and the directed electives have been added, and the award has been increased from 15 to 21 credit hours.
- ◆ Nursing – RNSG Student Learning Outcome Revisions
 - Correct minor typos per WECM revision.
 - Update State-mandated Learning Outcomes per WECM revision.
- ◆ Nursing Course Termination – RNSG 1324
 - Per the academic department, this course is not in use and can be terminated.

Deans' Liaison Report – Lupita Tinnen

Dr. Jon Hardesty – Course Substitutions

- Deans are responsible for signing off on course substitutions, so deans need to be knowledgeable about which courses may or may not work as substitutions. They also need to know about the THECB, transfer, and workforce. Dr. Hardesty handed out the course substitution manual.

- Where do you look up the Coordinating Board rules? He suggested starting with the rules in the Texas Administrative Code (Title 19), which can be found at [https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=2&ti=19](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=2&ti=19), and the Texas Education Code, which are the laws that give the Coordinating Board authority.
- Dr. Hardesty will call a meeting for next month to go through these with examples.
 - SACSCOC/THECB – must have the following for the 15-credit hour AAS core curriculum requirement:
 - ENGL 1301 (Collin College requirement)
 - Mathematics/Natural Sciences course
 - Humanities/Fine Arts course
 - Social/Behavioral Sciences course
 - Fielder’s Choice

Dr. Abe Johnson – Performance-Based Funding in Texas

- We need to get completers, so be mindful of course substitutions.
- He wants to see us become more skilled as chief academic officers.

Dr. Sara Lee – Quality Matters (QM)

- Faculty sign up for workshops, but some either do not show up or do not complete them.
- A new process has been established to address this. Faculty will reserve a seat via Eventbrite through the eLC website, confirm their sign-up either through a calendar invite (for synchronous) or reply to the e-mail the facilitator will send (for asynchronous), and then the eLC will register faculty to the QM workshop. The faculty will also receive confirmation from QM.
- Per Pamela Darling-Facio, supervisors will be notified whether faculty did or did not attend the workshop.

Wendy Gunderson – CAB, COAT & PLA Memberships

- In the next few weeks, they’ll be looking at who is rolling off these committees.
- For CAB, it’s good to keep current members on, because they’re already trained.

Kristen Streater – Science Lab Manager Monthly Meetings

- We voted that there will now be a Dean Representative, Kristen Streater, at the Science Lab Manager meetings.

Amy Gainer – First Day Access (FDA)

- There’s currently one Associate Dean, Rachel Bzostek Walker, who does all of First Day Access. If she left the college, who would manage FDA? Who would work with the publishers? Should we broaden this job duty? What about help from the library? Should this responsibility be split between different people instead of having one person be responsible for the whole college? Perhaps we create a committee of associate deans, directors, and library. Names should be sent to Amy Gainer.
- Michelle Millen shared concerns about FDA messaging. Students drop and then still have to pay the FDA fee, and it goes to collections. (The example used was a “reversing the slide” student getting free tuition, but then getting dropped from their classes, because they didn’t know about FDA).

Kathy Fant – Required Gradebooks in Canvas

- Certain courses like the Cisco Networking Academy only have a Canvas shell that redirects students to their interface; students’ actual grades are in Moodle. They’re trying

to figure out ways to move student grades from Moodle, an open source platform, to Canvas.

- This was moved forward to the provost.

Sara Lee – Summer Scheduling for iCollin

- Sara handed out the list of unstaffed sections. These are not new builds. These will be sent to the associate deans for recommendations, which must be submitted by May 1st.
- Dawn Richardson brought up waitlist for iCollin. Courses for iCollin have waitlists, but face-to-face courses do not.
- The reason why some courses had waitlists posted and others didn't is still under investigation. At this time, waitlists are now on both summer and fall courses for open (not priority) registration.
- For science classes, the waitlist was run again to make it work, because some of the lecture and lab sections had waitlists on both, so we'll need to make sure that all the administrative assistants are able to go in and clean those sections up.

Sara Lee – Spring 2024 Staffing Timeline

- Sara is getting registration dates now. She'll be working backwards on those dates.

Kristen Streater – Staffing of iCollin by Associate Deans

- We have a process now, so we can give scheduling back to the associate deans, because it's their job to schedule. Associate deans and directors can work together/communicate as needed.
- How do we communicate face-to-face classes at our campuses for over 21 hours if more than 21 hours requires dean/provost approval?

Garry Evans – Associate Dean/Director Distribution of Participation in Committees/Workgroups

- Feedback was requested on how to more evenly redistribute associate dean/director participation in committees and workgroups.
- Garry shared a spreadsheet so we can identify who's on which committees.

Garry Evans – Monthly Deans Meetings

- Monthly meetings have been shared in multiple places including the iDrive, Teams, and SharePoint. A single location needs to be established.
- Michelle Millen can update Teams with minutes.

Faculty Council Report – Kaycee Washington

◆ President's Report:

- Faculty Council elections were delayed. Look for ballots the week of April 24th. McKinney, Plano, and Frisco campuses are the only ones who will have ballots to vote for Faculty Council representatives. Other areas either are not up for election or have someone running unopposed.
- Faculty Council dates are set for next year, but are no longer on the Master Calendar. This allows for the coordination of schedules with Council on Excellence (COE), CAB, etc., to minimize conflict.

◆ **Standing Committee Reports:**

- **Common Good:** They have been working on a reception for retiring faculty, but they have not received responses from any of the retirees. They are trying to reach out to retirees to let them know this is the faculty's chance to honor them and it is a separate opportunity from any division receptions or recognition.
- **Teaching and Learning:** Progress is being made on the Working Paper Series. The goal is to schedule Working Paper Series before Faculty Council Meetings to encourage participation.
- Patrick Lewis was elected as Faculty Development Advisory Committee Chair.
- **Technology Committee:** There is no way to agree to the data security pop-up only one time. It will continue to appear at every log-in. A request has been made to get prior notice for similar situations in the future. Please reach out to any adjunct faculty to ensure they are completing any required security training.
- If you are using any special software or apps, please let the Technology Committee or IT know so that it can be installed on all college machines. This will allow students to work on assignments at different campuses.
- **Board of Trustees - Organization, Education, and Policy (OEP) Committee:** The number of BUSINESS days to file employee grievances has been changed from 10 to 30. Non-renewals will only be heard by the Board if there is a violation of board rules. Previously, there was NO option to have the Board hearing on non-renewals.

◆ **District Committee Liaison Reports:**

- **Council on Excellence (COE):** Mary Weiss sent election results out earlier this week. If you are up for a Multi-Year Contract (MYC) this fall, the workshop is scheduled for the same time as the May 5th Faculty Council meeting. It will be recorded and Mary will send it out for review. The COE MYC task force has submitted some very preliminary recommendations for revisions to the MYC process and has requested an extension for further consideration. The COE process will remain the same next year.

◆ **New Business (which was discussed after the CAB meeting was called to order):**

- Institutional Review Board (IRB) proposal regarding faculty research
- results on the faculty survey on student evaluations
- status of syllabi submission/welcome letter before the start of the semester
- collecting information from faculty on the Plano Campus Incident
- proposal on the Faculty Council Committee on Campus Safety

Prior Learning Assessment Report – Donna Smith

◆ **December 2, 2022**

- **PLA Proposal for Spring 2023: Welding**
 - WLDG 1313, Introduction to Blueprint Reading for Welders
 - Departmental Exam
 - WLDG 1317, Introduction to Layout and Fabrication
 - Departmental Exam with Skills Demonstration

- WLDG 1407, Introduction to Welding Using Multiple Processes
 - Departmental Exam with Skills Demonstration
 - WLDG 1428, Introduction to Shielded Metal Arc Welding (SMAW)
 - Departmental Exam with Skills Demonstration
 - WLDG 1430, Introduction to Gas Metal Arc Welding (GMAW)
 - Departmental Exam with Skills Demonstration
 - WLDG 1435, Introduction to Pipe Welding
 - Departmental Exam with Skills Demonstration
 - WLDG 2443, Advanced Shielded Metal Arc Welding (SMAW)
 - Departmental Exam with Skills Demonstration
 - WLDG 2447, Advanced Gas Metal Arc Welding (GMAW)
 - Departmental Exam with Skills Demonstration
 - Status: This proposal was approved by leadership. The welding courses were added to the *Approved PLA Opportunities* spreadsheet and the contact information for the Welding department was added to the webpage, *PLA Options by Department*.
 - **PLA Proposal for Spring 2023: Hospitality and Foodservice Management**
 - TRVM 2301, Introduction to Convention/Meeting Management
 - Industry Certification
 - Certificate in Meeting Management (CMM)
 - From Meeting Planners International (MPI)
 - Departmental Exam
 - Status: Although approved by the PLA Review Board, it was not approved by leadership. This was due to the PLA percentage of the *Certificate Level 1 – Foundations of Hotel Operations*. Combining the existing PLA opportunities with the proposed PLA for TRVM 2301 exceeded the maximum PLA percentage of 75%.
- ◆ April 14, 2023
 - **PLA Proposal for Fall 2023: LVN-to-RN Bridge**
 - RNSG 1125, Professional Nursing Concepts I
 - Industry Certification
 - Licensed Vocational Nurse (LVN)
 - Texas Board of Nursing
 - RNSG 1126, Professional Nursing Concepts II
 - Industry Certification
 - Licensed Vocational Nurse (LVN)
 - Texas Board of Nursing
 - RNSG 1161, Clinical I – Nursing – Registered Nurse Training
 - Industry Certification
 - Licensed Vocational Nurse (LVN)
 - Texas Board of Nursing
 - RNSG 1430, Health Care Concepts I
 - Industry Certification
 - Licensed Vocational Nurse (LVN)
 - Texas Board of Nursing
 - Status: This proposal was approved by the PLA Review Board and is currently awaiting leadership review.

- **PLA Proposal for Summer 2023: Early Childhood Educator**
 - CDEC 1317, Child Development Associate Training I
 - Industry Certification
 - Child Development Associate (CDA) National Credential
 - The Council for Professional Recognition
 - CDEC 2322, Child Development Associate Training II
 - Industry Certification
 - Child Development Associate (CDA) National Credential
 - The Council for Professional Recognition
 - CDEC 2324, Child Development Associate Training III
 - Industry Certification
 - Child Development Associate (CDA) National Credential
 - The Council for Professional Recognition
- Status: This proposal was approved by the PLA Review Board and is currently awaiting leadership review.

CAB Business/Discussion Items

- ◆ Status of CAB Recommendations: All CAB recommendations from the March CAB meeting have been approved by the ASSC (i.e. leadership). April's CAB recommendations will be reviewed at leadership's May meeting.
- ◆ CAB Membership Discussion
- ◆ March 24th Meeting Minutes
 - Motion to approve minutes → seconded → passed

Next Meeting

- ◆ Friday, May 12th at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:56 pm