Voting Members Present
Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Kathy Fant, Andrea Fields, Cynthia Gruver, John "Rusty" Haggard, Joan Hunsaker, Audri Luebbers, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Christine Millard, Barry Piazza, Mark Popowski, Heather Rawls, Charles Ring, Steven Rizzo, Mike Rose, Rachna Sachdeva, Jimmy Wallace, Helen Wang

Voting Members Absent
Sean Boyll, Tiffany Heitz (Proxy – Audri Luebbers)

Non-Voting Members Present
Ex-Officio Members: Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Brenden Mesch, Cameron Neal, Donna Smith
Advisory Members: Lacy Castleman, Wendy Gunderson, Mari Lopez, Sarah Monroe

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

Others Present
Lydia Danton, Pamela Darling-Facio, Leon Deutsch, Caryn Hawkins, Vel James, Nadia Khedairy, Justin Lewis, David Malone, Elizabeth Mellott, David Malone, Lily Quezada, Andrea Szlachtowski, Karen Stepherson

Kathryn Fant called the meeting to order at 1:30 pm.

New Curricular Proposals
- ♦ **Communication Design – Richard LeBlanc**
  - Program Revisions
    - o Associate of Applied Science – Communication Design
      - ∗ This degree was separated into two tracks for each specialization. Course sequences were changed as needed for each track.
        - o Graphic Design Track (new)
        - o User Experience Design Track
          - ▪ PSYC 2301 is recommended as the *Social/Behavioral Sciences* course, but not required.
          - ▪ MATH 1342 is recommended as the *Mathematics/Natural Sciences* course, but not required.
          - ▪ SPCH 1321 is recommended as the *Speech* course, but not required.
      - ∗ CAB Discussion
        - o What is User Experience Design?
          - ▪ This is about designing user experiences centered on things like mobile apps to design more effective digital products. This program will focus on the design end rather than the programming end. Graduates in the industry would work not only with designing apps, but

with conducting research with the team to learn more about the user and their needs. It's more of a human-centric way of designing.

- In comparison, Graphic Design is more traditional and will focus on print design, branding, and advertising. Graduates in the industry would work on magazines, logos, brochures, print ads, outdoor boards, etc.

o If a student is not able to take ARTV 1371 in the *Third* (i.e. Summer) *Semester*, will the student still be on track [to graduate on time]?

- The student will need to take 15 credit hours in the *SECOND YEAR First Semester* to stay on track. This will be an option, because ARTV 1371 can be taken along with the courses in that semester. However, ARTV 1371 *must* be taken before *SECOND YEAR Second Semester*, because FLMC 1331 has ARTV 1371 as a prerequisite.

o Are you recommending MATH 1342 for *Third Semester* because it's beneficial to the last semester?

- Yes.

o Would it be better to move MATH 1342 to a longer semester and move PSYC 2301 to the summer?

- It's preferred to keep it as it is, because PSYC 2301 compliments UXUI 1370 without duplicating content and we don't want to lose the parallel between these two classes.

  - Students who have concerns about taking an accelerated math course have the option to take a 10-week summer option instead of a 5-week summer option.

o Can students pursue both the Graphic Design and User Experience Design tracks?

- No, students will only have the option to choose one track. The goal is to eventually have two stand-alone degree programs, but due to the limited number of full-time faculty, an AAS with two track options is the best approach at this time.

o Certificate Level 1 – Graphic Design Foundations
  * Changed title from *Communication Design.*
o Certificate Level 1 – User Experience Design Foundations
  * Removed ARTC 2335, ARTV 1371, and UXUI 1371.
  * Added ARTC 1302 (*Digital Imaging I*).
  * Decreased the total number of credit hours from 24 to 18.
o Certificate Level 2 – Graphic Design
  * Changed title from *Communication Design.*
  * Changed the certificate level from "1" to "2".
  * Decreased the total number of credit hours from 42 to 39.
  * Removed the User Experience course options ARTC 1350, UXUI 1370, and UXUI 1371.

- o Certificate Level 3 - Enhanced Skills Certificate – Motion Graphics
    - ∗ Footnote removed. Students will no longer be required to complete an AAS before pursuing this program. Students can take courses from the AAS and the ESC programs concurrently.
    - ∗ CAB Discussion
        - o So students no longer need to have a degree to earn the ESC?
            - ▪ Correct. This statement was removed to be compliant with the state requirement. However, classes within the ESC may require prerequisites that are found in the Communication Design programs.
- New Awards
    - o Certificate Level 2 – User Experience Design
        - ∗ CAB Discussion
            - o Would you consider allowing other core options to be permitted for SPCH 1321 and MATH 1342?
                - ▪ No, not at this time. These courses are included as technical training, not as courses to complete core components. If a student were permitted to substitute other core classes for SPCH 1321 and MATH 1342 in the certificate program, the student would be missing specific skills training needed for workforce preparation.
- Award Deactivations
    - o Certificate Level 3 - Enhanced Skills Certificate – Advanced Design
        - ∗ no student demand for approximately 4-5 years
    - o Certificate Level 3 - Enhanced Skills Certificate – Advanced Design Illustration
        - ∗ no student demand for approximately 4-5 years
- Course Revisions
    - o ARTC 2335 (*Portfolio Development for Graphic Design*) – prerequisite changed
    - o ARTC 2347 (*Design Communication II*) – prerequisite changed
    - o ARTC 2371 (*User Experience I*) – prerequisite/concurrent enrollment removed
    - o UXUI 1370 (*Human Factors and Design Psychology*) – prerequisite changed
        - ∗ Also, "prerequisite" changed to "prerequisite/concurrent enrollment"
    - o UXUI 1371 (*Prototyping and Usability Testing I*) – prerequisite changed
- ◆ Motion to approve → seconded → passed

- ◆ **Photography – Elizabeth Mellott**
    - Program Revisions
        - o Associate of Applied Science – Commercial Photography
            - ∗ Changed courses sequences per advisory board recommendations.
            - ∗ Changed PHTC 1311 from optional to required.
            - ∗ This program will no longer specify if an elective is "creative" or "technical". Elective options will be referred to only as "TECHNICAL COURSE" on the program outline.
        - o Certificate Level 1 – Studio Production
            - ∗ Increased credit hours from 15 to 18.
            - ∗ Removed ARTS 1313, ARTS 2348, PHTC 2371, and CREATIVE COURSE.
            - ∗ Added PHTC 1311, ARTS 2356, PHTC 1300, and two Technical Courses.
            - ∗ This program will no longer specify if an elective is "creative" or "technical". Elective options will be referred to only as "TECHNICAL

COURSE" on the program outline.
- ∗ CAB Discussion
  - o Are PHTC 1311 and ARTS 2356 equivalent?
    - ▪ No, the content of each class is different as are the Student Learning Outcomes.
- o Certificate Level 2 – Commercial Photography
  - ∗ Removed PHTC 1300.
  - ∗ Added PHTC 2371.
  - ∗ This program will no longer specify if an elective is "creative" or "technical". Elective options will be referred to only as "TECHNICAL COURSE" on the program outline.
  - ∗ CAB Discussion
    - o Is there a *SECOND YEAR First Semester*?
      - ▪ Yes, this is a typo. The *SECOND YEAR Second Semester* will be changed to *SECOND YEAR First Semester.*
    - o Is there a reason why the Technical Course options are different for each category?
      - ▪ Originally, classes were separated into Creative and Technical options, but all courses have both creative and technical aspects. The two technical categories are separated with one course being more foundational and the other more advanced.
- New Course
  - o PHTC 2308 (*Wedding Photography*)
    - ∗ CAB Discussion
      - o Is it an issue that the course requires two prerequisites?
        - ▪ No, PHTC 2308 is a more advanced course, so the content of both PHTC 1300 and PHTC 1353 is needed first.
- Course Revisions
  - o ARTS 2348 (*Digital Media*): course descriptions and Collin SLO revised
  - o ARTS 2356 (*Photography I*): Collin SLO revised
  - o ARTS 2357 (*Photography II*): Collin SLO revised
  - o PHTC 1300 (*Photo Digital Imaging I*): course title and prerequisite changed
  - o PHTC 1341 (*Color Photography I*): prerequisite changed to PHTC 1311
  - o PHTC 1343 (*Expressive Photography*): Collin SLO revised
  - o PHTC 1347 (*Landscape Photography*): Collin SLO removed
  - o PHTC 1351 (*Photojournalism I*): prerequisite changed to PHTC 1311
  - o PHTC 1353 (*Portraiture I*): prerequisite changed to PHTC 1311
  - o PHTC 2331 (*Architectural Photography*): prerequisite changed to PHTC 1311
  - o PHTC 2340 (*Photographic Studio Management*): prerequisites added
  - o PHTC 2349 (*Photo Digital Imaging II*): course title and prerequisite changed
  - o PHTC 2371 (*Video Production for Photographers*): prerequisite changed
    - ∗ CAB Discussion
      - o Are any of the course changes in conflict with WECM?
        - ▪ No, changes were either made to bring courses more in line with WECM or changes were made to information Collin added that were *in addition* to what's already in WECM.
      - o For classes that have changed from a prerequisite of ARTS 2348 to PHTC 1311, what will be the process for students who already

completed the original prerequisite?

- Students will have the option to do a prerequisite waiver with the department.

♦ Motion to approve with correction in Certificate Level 2 (change *SECOND YEAR Second Semester* heading to *SECOND YEAR First Semester* heading) → seconded → passed

♦ **Real Estate Management – Andrea Szlachtowski**
- Program Revisions
  - Associate of Applied Science – Real Estate Management
    * Moved MRKG 1301 to fall semester to better align with class availability. ECON 1301 was moved to the spring semester to keep the number of credit hours per term balanced.
    * Removed GOVT 2305 and HIST 1301 from the program.
      - Added *Social/Behavioral Sciences* course requirement.
    * Added Real Estate Elective.
    * Added Core options for *Mathematics*. MATH 1332 is recommended, but not required.

♦ Motion to approve with the removal of BMGT 1305 from list of *Business Electives* → seconded → passed

♦ **Web & Mobile Development – Justin Lewis**
- Program Revisions
  - Associate of Applied Science – Web Development
    * Revised to focus more on programming than design.
    * Changed title from *Web and Mobile Development*.
    * Removed COSC 1315 and ITSE 2353.
    * Added COSC 1436, COSC 1437, COSC 2436, ITSE 1346, ITSE 2371, and an ELECTIVE.
    * Changed substitution for ITSE 2374 (Capstone) to ITSE 2380.
    * Removed recommended math courses to allow for any *Mathematics* core options.
    * Recommended PHIL 2303 for the *Humanities/Fine Arts* course.
    * Changed sequencing of courses as needed.
    * CAB Discussion
      - In the program, math is written as "Mathematics options (See Natural Sciences / Mathematics)". Does that mean a student can take a science course instead of a math course?
        - No, this should be rewritten as "Mathematics course".
      - **CAB Recommendation:** Swap ENGL 1301 and the *Social / Behavioral Sciences* in the program. Foundational skills learned in ENGL 1301 can be utilized in other classes, so having ENGL 1301 earlier in the program can be beneficial to the student.
        - There's no proposer preference on which course is taken first, so moving ENGL 1301 earlier in the program is an option.
      - Besides, SQL, what other programming/scripting languages will students learn in this program?
        - Students will learn C++, Java, JavaScript, HTML, and CSS.
        - Python, PHT, and C# are available as electives.
      - For the electives, can students choose from any of the areas

(Front-end, Back-end, etc.) or are they required to choose a certain number from a certain area?
- Students are not required to take a certain number of hours from a certain area. The two electives can be any of the options listed at the bottom. The student can choose whichever elective classes best support their academic/career focus.
- Certificate Level 1 – Full-stack Web Developer
  - Removed COSC 1315 and ITSE 2353.
  - Added COSC 1436, COSC 1437, and ITSE 2371.
  - Moved ITSE 2309 to *Second Semester.*
  - Decreased total credit hours from 42 to 32.
  - Changed substitution for ITSE 2374 (Capstone) to ITSE 2380.
- Certificate Level 1 – Front-end Web Developer
  - Changed substitution for ITSE 2374 (Capstone) to ITSE 2380.
- Award Deactivations
  - Certificate Level 2 – Mobile Application Developer
  - Occupational Skills Award – .Net Web Development
- New Local Needs Course
  - ITSE 2371 (*Front-End Web Frameworks*)
- Course Revisions
  - ITSE 1306 (*PHP Programming*): prerequisite changed
  - ITSE 2374 (*Web Application Development*): course title changed
- Course Terminations
  - IMED 1366 (*Practicum or Field Experience)*
  - ITSE 1373 (*Android Mobile Programming I*)
  - ITSE 2310 (*iOS Application Programming*)
  - ITSE 2343 (*Advanced Mobile Programming*)
- ♦ Motion to approve with two corrections to AAS [change "Mathematics options (See Natural Sciences / Mathematics)" to "Mathematics course" and swap ENGL 1301 and *Social / Behavioral Sciences* course in the program sequence] → seconded → passed

Expedited Proposals
- ♦ **Emergency Medical Services Professions** – Course Description Revisions
  - Minor revisions to the following courses to include preparation for the National Associate of Emergency Medical Technicians (NAEMT) certifications. Course descriptions will be updated to reflect which NAEMT certifications students will have the opportunity to obtain.
    - EMSP 1355 (*Trauma Management*)
    - EMSP 1438 (*Introduction to Advanced Practice*)
    - EMSP 2305 (*EMS Operations*)
    - EMSP 2330 (*Special Populations*)
    - EMSP 2534 (*Medical Emergencies)*
  - With these changes, there will be a total fee increase of $85.00.

- ♦ **Health Information Management** – Course Revisions
  - The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) wants their competencies listed separately from Student Learning Outcomes (SLOs). CAHIIMs competencies will be removed from the following course syllabi.
    - HITT 1301 (*Health Data Content and Structure*)

- HITT 1311 (*Health Information Systems*)
- HITT 1353 (*Legal and Ethical Aspects of Health Information*)
- HITT 2272 (*Portfolio Development*)
- HITT 2339 (*Health Information Organization and Supervision*)
- HITT 2346 (*Advanced Medical Coding*)
- HITT 2435 (*Coding and Reimbursement Methodologies*)
- HITT 2443 (*Quality Assessment and Performance Improvement*)

♦ **Medical Assisting Advanced Practice** – Program & Course Revisions
  o Program Revisions
    - Associate of Applied Science – Medical Assisting
      • Core options added for *Natural Sciences* and *Social/Behavioral Sciences.*
    - Occupational Skills Award – Medical Assisting
      • MDCA 1309 now has BIOL 2404 as an allowable substitution.
  o Course Revisions
    - MDCA 1448 (*Pharmacology & Administration of Medications*): prerequisite changed to MDCA 1417
    - MDCA 1452 (*Medical Assistant Laboratory Procedures*): prerequisite changed to MDCA 1417

♦ **Polysomnographic Technology** – Course Revisions
  o The following revisions will be implemented to introduce prospective students to the Polysomnographic Technology program and profession.
    - PSGT 1215 *(Introduction to Polysomnography)*: remove the major requirement statement from the course description
    - PSGT 1310 *(Neuroanatomy and Physiology)*: remove the major requirement statement from the course description
    - RSPT 1240 *(Advanced Cardiopulmonary Anatomy and Physiology)*: remove the prerequisite

♦ Motion to approve all expedited proposals → seconded → passed

Informational Report
  ♦ Course title corrections for alignment with ACGM
    • ENGR 2301 (*Engineering Mechanics – Statics*)
    • ENGR 2302 (*Engineering Mechanics – Dynamics*)
    • PHYS 1405 (*Elementary Physics I – Conceptual Physics*)
  ♦ Course description correction
    • ENGR 2332 (*Mechanics of Materials*)
      - "Additionally" added to course description.
  ♦ Removal of course equivalency in Banner
    • ITSY 2342 (*Incident Response and Handling*)
      - not equivalent to ITSY 2330 in Cybersecurity

Deans' Liaison Report – Brenden Mesch/Daphne Babcock
  ♦ There was no Dean's meeting in December.

Faculty Council Report – Melinda McBee
  ♦ There was no Faculty Council meeting in December.

PLA Review Board Report – Donna Smith
- ♦ There was no PLA Review Board meeting in December.

CAB Business/Discussion Items
- ♦ Status of CAB Recommendations: November and December CAB recommendations have been approved by leadership with the exception of Health Professions, which has been tabled for February.
- ♦ December 10th Meeting Minutes
  - o Motion to accept December minutes → seconded → passed

Next Meeting
- ♦ Friday, January 28, 2022 at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 3:50 pm