Curriculum Advisory Board
Friday, January 28, 2022
1:30 pm
CHEC 107
Meeting Minutes

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

Voting Members Absent
Sean Boyll, Tiffany Heitz, Paul Manganelli (Proxy – Mark Popowski), Christine Millard (Proxy – Cynthia Gruver), Jimmy Wallace

Non-Voting Members Present
Ex-Officio Members: Daphne Babcock, Candace Hamilton-Meserole, Brenden Mesch, Cameron Neal, Donna Smith
Advisory Members: Wendy Gunderson, Mari Lopez, Sarah Monroe

Non-Voting Members Absent
Ex-Officio: Gloria Hurtado-Diaz, Jamie Mills
Advisory Members: Lacy Castleman

Others Present
Tripat Baweja, Pamela Darling-Facio, Caryn Hawkins, Vel James, David Malone, Lily Quezada, Karen Stepherson

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

New Curricular Proposals
- ♦ **Biomedical Equipment Technology – Tripat Baweja**
  - Program(s)
    - o <u>Associate of Applied Science – Biomedical Equipment Technology</u>
      - ∗ New Local Needs course, course revisions, course sequence changes, core components revised to allow any core course within the component area
    - o New Courses
      - ∗ ENTC 1171 (*Introduction to Engineering Technology*)
        - o Local Needs course
        - o Describes job opportunities and career growth pathways
      - ∗ CETT 1307 (*Fundamentals of Electronics*)
        - o Credit hours decreased from 4 to 3
        - o Lecture hours decreased from 3 to 2
    - o Course Termination
      - ∗ CETT 1407 (*Fundamentals of Electronics*)
        - o replaced by CETT 1307

- o Course Revisions
  - ∗ CETT 1409 (*DC-AC Circuits*)
    - o prerequisites revised
  - ∗ BIOM 2311 (*General Medical Equipment I*)
    - o prerequisites revised
  - ∗ BIOM 2201 (*Safety in Health Care Facilities*)
    - o lab hours increased from 1 to 2
- ♦ Motion to approve → seconded → passed

- ♦ **Electronic Engineering Technology – Tripat Baweja**
  - Programs
    - o <u>Associate of Applied Science – Electronic Engineering Technology</u>
      - ∗ New Local Needs course, course revisions, ELMT 1305 added to elective options, core components revised to allow any core course within the component area
    - o <u>Certificate Level 1 – Electronic Engineering Technology</u>
      - ∗ New Local Needs course, course revisions
  - New Courses
    - o ENTC 1171 (*Introduction to Engineering Technology*)
      - ∗ Local Needs course
      - ∗ Describes job opportunities and career growth pathways
    - o CETT 1307 (*Fundamentals of Electronics*)
      - ∗ Credit hours decreased from 4 to 3
      - ∗ Lecture hours decreased from 3 to 2
  - Course Termination
    - o CETT 1407 (*Fundamentals of Electronics*)
      - ∗ replaced by CETT 1307
  - Course Revisions
    - o CETT 1409 (*DC-AC Circuits*)
      - ∗ prerequisites revised
    - o CETT 1445 (*Microprocessor*)
      - ∗ prerequisites revised
- ♦ Motion to approve → seconded → passed

- ♦ **Robotics & Automation Technology (Industrial Automation) – Tripat Baweja**
  - Programs
    - o <u>Associate of Applied Science – Industrial Automation (Robotics and Automation Technology)</u>
      - ∗ New Local Needs course, course revisions, core components revised to allow any core course within the component area
      - ∗ CAB Discussion
    - o <u>Certificate Level 2 – Industrial Automation (Robotics and Automation Technology)</u>
      - ∗ New Local Needs course, course revisions
    - o <u>Certificate Level 1 – Industrial Automation (Robotics and Automation Technology)</u>
      - ∗ New Local Needs course, course revisions

- New Courses
  - ENTC 1171 (*Introduction to Engineering Technology*)
    - ∗ Local Needs course
    - ∗ Describes job opportunities and career growth pathways
  - CETT 1307 (*Fundamentals of Electronics*)
    - ∗ Credit hours decreased from 4 to 3
    - ∗ Lecture hours decreased from 3 to 2
- Course Termination
  - CETT 1407 (*Fundamentals of Electronics*)
    - ∗ replaced by CETT 1307
- Course Revisions
  - CETT 1409 (*DC-AC Circuits*)
    - ∗ prerequisites revised
  - CETT 1445 (*Microprocessor*)
    - ∗ prerequisites revised

♦ Motion to approve → seconded → passed

♦ CAB Discussion
- When removing a credit hour from a course like CETT 1307, do we take away a commensurate amount of work students do [in the program]?
  - This will affect the amount of work students do [for a particular class], but the total number of credit hours will remain the same, because we plan to add ENTC 1171 to the program. Overall, the student will still be required to complete the same amount of work [for this program].

♦ **Database Development – Vel James**
- Programs
  - Associate of Applied Science – Database Development
    - ∗ Removed MATH 1324.
    - ∗ Removed COSC 1437 as a substitution option for ITSE 1330.
    - ∗ Added Core options for *Mathematics*. MATH 1342 is recommended, but not required.
    - ∗ Added ITSW 1307, ITSC 1315, and Analytics elective options ITSW 2334 and ITSE 1393.
    - ∗ Changed sequencing of courses as needed.
  - CAB Discussion
    - ∗ Why was Database Development removed as a track option in Computer Systems and made into its own program?
      - The technical core for Computer Systems programs does not align with the needs of the Database Development student.
- New Awards
  - Certificate Level 1 – Database Development Specialist
    - ∗ ITSW 1307 and ITSC 1315 added.
  - Occupational Skills Award – Database Concepts
    - ∗ ITSE 1307 added.
  - CAB Discussion
    - ∗ What was the rationale for making the Database Development Specialist three semesters instead of two?
      - Some of the scheduling per semester is meant to better accommodate dual credit student schedules.
      - There is some flexibility with the schedule, so students can take

classes sooner than scheduled. However, for prerequisite courses, these must still be taken in sequence (i.e. COSC 1315 → ITSE 1330 and ITSE 2309 → ITSE 2347).

- Award Deactivations
  - o <u>Associate of Applied Science Computer Systems – Database Development Track</u>
  - o <u>Certificate Level 2 – Database Development</u>
- New Course
  - o ITSW 2334 (*Advanced Spreadsheets – with Visualization Tools*)
  - o CAB Discussion
- ◆ Motion to approve → seconded → passed

Expedited Proposals
- ◆ No expedited proposals were presented.

Informational Report
- ◆ Remove "Formerly" statement out of course descriptions
  - This statement, which was used to clarify changes in course rubrics/numbers, was removed from 15 courses in the catalog and the online course descriptions. Many of the previous rubrics/numbers haven't been used for some time, so the statement is no longer needed.
- ◆ Course description correction
  - DHYG 1207 (*Orofacial Anatomy, Histology and Embryology)*
    - ▪ Corrected formatting errors created during Banner transfer
- ◆ Course termination
  - ECRD 1111 (*Electrocardiography*)
    - ▪ Intended to be a part of the Health Professions proposal in December 2021
- ◆ Student Learning Outcome correction
  - MDCA 1360 (*Clinical – Medical/Clinical Assistant*)
    - ▪ Additional Collin Outcome was a duplicate of a State-mandated Outcome. The duplicate Additional Collin Outcome will be removed.

Deans' Liaison Report – Brenden Mesch/Daphne Babcock
- ◆ High schools will now take over the fingerprinting processes for dual credit classes.
  - o High schools will communicate with full-time faculty and adjuncts teaching dual credit classes to let them know about the process.
  - o Faculty working at multiple schools may have to go through multiple fingerprinting processes. However, full-time adjuncts will still be reimbursed for those processes and they'll need to work with their Associate Deans to make sure that's taken care of.
- ◆ Pamela Darling-Facio provided more information on the accessibility checker, *Blackboard Ally*.
  - o If you teach online, get with eLC if you haven't heard from them yet regarding *Blackboard Ally.*
- ◆ Dr. Diana Hopes came and talked again about the on-site faculty evaluation pilot that was used. There were about 21 deans who participated in using the new faculty evaluation tool. All of the comments were very good. The tool will first head back to COE and then come back in. It will likely roll out in the next month or so.
- ◆ Full-time faculty who are not in iCollin who report to an Associate Dean on campus, *but* who are also teaching online classes still have Associate Deans who are reviewing Concourse syllabi to help out iCollin.
  - o The target goal between full-time faculty and adjuncts has been 50/50. At this time, full-time faculty take up 80-85% of the load.
    - ▪ This likely means Collin will be hiring more adjuncts.

- Once initiative iCollin has been working on is hiring people from out-of-state who have experience teaching online. However, this brings about payroll issues that are harder to work out.
- There are currently about 40 adjuncts who teach only online classes.

♦ The First Day Access Note was reviewed and approved.

♦ Anthony Peterson Centers for Academic Assistance are looking at four new platforms for scheduling students, whether it's online, face-to-face, etc. They're evaluating those processes right now and will make their recommendation in the next month or so.

♦ When looking at faculty credentials, there was concern about the consistency regarding how those credentials are being reviewed. Right now, reviews may vary from a 10-page evaluation to a five-sentence evaluation. The processes/methods for improving consistency are under discussion.

♦ At this time, Maymester, summer, and fall class schedules will include face-to-face classes, hybrid options, etc.

♦ Karen Musa presented an evaluation of pay grades for college and career counselors, workforce coaches, etc.

♦ There was some discussion on:
  o Associate Dean workload.
  o course releases and stipends.
  o student evaluations. If a faculty member reports to multiple deans, how does the person the faculty member reports to retrieve and review those evaluations for annual appraisals?
  o summer camps.

Faculty Council Report – Melinda McBee
♦ From the January 14th meeting:
  o The AGSC discussed language for the shared governance statement. Faculty Council President Roger Ward assured Faculty Council representatives that he would bring matters important to faculty to Faculty Council for voting at the AGSC.
  o The COVID Taskforce agrees that the new variant is a concern, but no changes have been made to the college's approach. The COVID policy was updated on 1/13/22 to follow CDC guidelines. Marketing will be done to state that masks are recommended, not just available.
  o Per the Technology Report, there was a list of issues with Honor Lock that was presented to Vice President/Provost Mark Smith at the McKinney campus. When the issues were presented to the company, the company responded that Honor Lock is merely a deterrent, not a prevention tool.
  o Some associate deans have asked full-time faculty to provide questions for adjunct faculty hiring. This creates a situation where the interview questions were created by faculty in the field, but the interviews are conducted by an associate dean who may or may not be trained in that field or area.
  o There is an issue with faculty being evaluated by associate deans who are not content experts. Roger Ward will take adjunct faculty hiring and adjunct faculty classroom evaluations together to the AGSC.
  o Faculty approached Roger Ward with the idea that students who have purchased textbooks after the first two weeks of class should be dropped from the class. Faculty Council representatives advised that the professors in this situation should reach out to Student Success for other options.
  o Roger Ward asked the Council if there was interest in inviting iCollin Dean, Dr. Sarah Lee and/or Associate Dean Jill Nugent to speak with Faculty Council. Everyone agreed, so Roger Ward will invite both to the meeting in March and asked that representatives send questions to him for discussion at the February meeting.

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 to further discuss the proposed change to the science requirement.
- ♦ January 12th Meeting Minutes
  - o Motion to accept January minutes with attendance corrected → seconded → passed

Next Meeting
- ♦ Friday, February 25, 2022 at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:22 pm