

Curriculum Advisory Board
Friday, April 22, 2022
1:30 pm
ZOOM
Meeting Minutes

Voting Members Present

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

Voting Members Absent

Sean Boyll, Tiffany Heitz, Melinda McBee, Rachna Sachdeva,

Non-Voting Members Present

Ex-Officio Members: Daphne Babcock, Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Brenden Mesch

Advisory Members: Wendy Gunderson, Mari Lopez, Sarah Monroe

Non-Voting Members Absent

Ex-Officio: Jamie Mills, Cameron Neal, Donna Smith

Advisory Members: Lacy Castleman

Others Present

Pamela Darling-Facio, Marina Kuryshina, David Malone, Lily Quezada

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

New Curricular Proposals

- ◆ No new curricular proposals were presented.

Expedited Proposals

- ◆ No expedited proposals were presented.

Informational Report

- ◆ ITCC 2330 [*CCNP Enterprise: Core Networking (ENCOR)*], and
- ◆ ITCC 2335 [*CCNP Enterprise: Advanced Routing (ENARSI)*]
 - These courses will be added to the course catalog for Fall 2022 and will replace our Local Needs courses, ITCC 2377 (*Implementing Enterprise Network Core Technologies*) and ITCC 2379 (*Implementing Enterprise Advanced Routing and Services*).
- ◆ ITSC 1305 (*Introduction to PC Operating Systems*)
 - The course title and description will be revised to remove references to Windows and macOS, because the computer labs do not currently have the capacity to teach on both operating systems.
 - If the department is later able to teach on both, they can still use the generic syllabus.
- ◆ RNSG 2563 (*Clinical III – Registered Nursing/Registered Nurse*)
 - The prerequisites have been corrected to read RNSG 2162, RNSG 2230, and RNSG 2539.

Deans' Liaison Report – Daphne Babcock

◆ April 21, 2022

- Rebecca Miller and LeAnne Eaton from Payroll talked about the new TRS rules as they apply to new staff positions.
- In June, a new adjunct app, which includes the adjuncts' faculty credentialing inventory (FCI), will be piloted. Using their dean code, the Associate Deans will use this pilot to staff their courses.
 - The pilot will be used only for English and math courses in the fall.
- Pamela Darling-Facio provided an update on the rollout of Blackboard Ally and the success it's had so far.
- Jon Hardesty presented SACS principle 6.2a, which talks about faculty credentials and the FCI. Associate Deans/Deans have had some of those come into question, so they've been asked to do a more diligent job of looking at the credentialing of those faculty to make sure our credentialing is clear.
 - Each specific rubric will need an FCI.
 - A spreadsheet was provided so that the credentials could be reviewed again to see that everything is in good standing order.
- Our Anthony Peterson Centers have chosen a new software for tracking online and face-to-face appointments for both tutors and students. They will move from WOnline to Track Cloud and it will roll out this fall.
- Brenden Mesch talked about Math Type and Chem Type, a software that's used by our math and chemistry instructors.
- We're still looking to see if open labs can have the same computer software installed across the district. We may not be able to install all the same software, but we're moving forward to see what the students' needs are to determine what we can put in those labs.
- Karen Musa asked for more feedback on the processes for PLA, noting that more initiative across the college is needed to let people know about it. At this time, the primary directive is to send students with potential PLA opportunities to talk to the appropriate department for further guidance.
- Michelle Millen talked about the need for consistency across the district on how faculty absences are handled. Now that we're coming out of COVID, we cannot continue to follow COVID policies such as changing the instructional method of a class (ex. moving a face-to-face class or class session online).
- There was discussion on adding some phishing language to syllabi or to the Canvas shell. Some students received a phishing e-mail via Canvas and thought it was a legitimate e-mail.
- Brenden Mesch brought up the issue of cheating sites. Some faculty have taken initiative to monitor those sites.
- Daphne Babcock brought up the requests from school districts to have embedded faculty—who are considered adjunct faculty at Collin—to take on additional classes. Concerns were raised regarding if/how instructors could maintain the academic integrity of classes if they're assigned a heavier teaching load.

Faculty Council Report – Melinda McBee

- ◆ There was no Faculty Council report.

PLA Review Board Report – Donna Smith

- ◆ There was no PLA Review Board report.

Academic Governance and Strategic Planning Council Report – Kathryn Fant

- ◆ There was no Academic Governance and Strategic Planning Council Report.

CAB Business/Discussion Items

- ◆ CAB Membership Renewals/Roll-Offs
 - CAB members who are at the end of their first three-year term who do not wish to continue serving will need to let Kathy Fant, Charles Ring, and/or the Curriculum Office know.
 - If you're unsure where you are in your term, e-mail Kathy Fant so she can provide that information to you.
 - CAB members who are at the end of their first three-year term who do wish to continue serving will need to speak with their Dean and the Dean will need to report the approval to Dean Gunderson.
 - Dean approvals for Jillian DeShazo and Paul Manganelli have been received.
 - If you've spoken to your Dean and you're not one of those two, contact your Dean to see if they've sent the renewal approval to Dean Gunderson.
- ◆ Summer CAB: There will be one CAB meeting in the summer on 7/22/22 at 1:30 pm.
- ◆ Status of CAB Recommendations: The CAB recommendation on Nursing has been approved by leadership via e-mail. There is nothing outstanding.
- ◆ March 25th Meeting Minutes
 - Motion to accept March minutes → seconded → approved

Next Meeting

- ◆ Friday, May 13, 2022 at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 1:48 pm