

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

**Voting Members Present**

Daniel Birdsong, Jillian DeShazo, Kathryn Fant, Andrea Fields, Cynthia Gruver, John "Rusty" Haggard, Joan Hunsaker, Audri Luebbers, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Christine Millard, Heather Rawls, Charles Ring, Steven Rizzo, Rachna Sachdeva, Helen Wang

**Voting Members Absent**

Sean Boyll, Adrienne Caughfield, Tiffany Heitz, Barry Piazza, Mark Popowski, Mike Rose, Jimmy Wallace

**Non-Voting Members Present**

Ex-Officio Members: Daphne Babcock, Candace Hamilton-Meserole, Brenden Mesch, Donna Smith  
Advisory Members: Lacy Castleman, Wendy Gunderson

**Non-Voting Members Absent**

Ex-Officio: Gloria Hurtado-Diaz, Jamie Mills  
Advisory Members: Mari Lopez, Sarah Monroe

**Others Present**

Pamela Darling-Facio, Aparna Godbole, Lupita Tinnen, Tonya McMillion, Julie Williams,

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

**New Curricular Proposals**

◆ **Video Production – Tonya McMillion**

- Programs
  - Associate of Applied Science – Video Production
    - \* Removed ARTV 1303.
    - \* Added RTVB 1321.
  - Certificate Level 1 – Video Production
    - \* Removed ARTV 1303.
    - \* Added RTVB 1321.
- New Course
  - RTVB 1321 (*TV/Video Field Production*)

- ◆ **Recommendation:** Correct RTVB 1321 syllabus, which only lists two of the three prerequisites. The syllabus should list all prerequisites, which includes ARTV 1351, FLMC 2330, and RTVB 1329.
- ◆ Motion to approve with correction to RTVB 1321 syllabus → seconded → passed

**Expedited Proposals**

- ◆ Cloud Computing – Marketable Skills
  - Marketable skills have now been developed for this program.
- ◆ Human Resources Management – Marketable Skills
  - Marketable skills have now been developed for this program.
- ◆ Motion to approve expedited proposals as presented → seconded → passed

**Informational Report**

- ◆ Course Corrections
  - ITSC 1315 (*Project Software Management*)
    - Title and course description updated.
  - MUSP 1110 (*Applied Commercial Music: Piano*)
    - Course description and corequisites updated.
    - Additional Collin Outcomes removed.
- ◆ Course Terminations
  - EECT 1371 [*Voice-over-Internet Protocol (CCNA VOICE)*]
    - This Local Needs course is no longer in use.
    - No programs will be affected by this termination.
  - HART 1375 (*Solar Cell and Array Certification Training*)
    - This Local Needs course is no longer in use.
    - No programs will be affected by this termination.

### **Deans' Liaison Report – Brenden Mesch**

- ◆ Pamela Darling-Facio updated everyone on the opportunities for training and the open invitation to come visit with divisions/departments for increased understanding of different resources that the eLC provides, especially Canvas and accessibility training.
- ◆ There will be a transition from Simplicity, a student job-seeking site, to Handshake, which is much more frequently used by employers and modern recruiting at colleges/universities.
  - This will be a longer-scale project that will allow us more opportunities for students to get jobs and gain mentoring. It'll also provide more analytics on what students are doing both during their time at Collin and post-graduation.
  - This will begin transitioning to the Career Center managers.
- ◆ We're working on an open lab concept. Right now, we have a number of software images that are different across our campuses. IT is keen on having a common software build for open labs and library settings, so the IT Committee from Faculty Council took this on late in the spring. They petitioned and sent out a survey that had a good response rate. IT is working on a list that will encompass more resources than what we've had, including Adobe Creative Cloud.
- ◆ There was discussion on Master Calendars. There are many of them (SES, Academic Affairs, etc.) and it can be difficult to navigate when trying to set up events. In the fall and spring, we should see a new website and it will have greater capabilities for having a calendar that's shared amongst all the different parts of Collin College. We really want to streamline the process for updating the Master Calendar and we want to include those things that are critical for students, faculty, and staff to get involved in different activities.
- ◆ The Discipline Lead/Director training and transition will be held again this year. Last year, we had a series of five sessions that were live synchronous sessions via Zoom. This year, we'll have at least one of those sessions repeat, but it's also going to be tied to the Dr. Hardesty/Wendy Gunderson road show session in August. The other parts of that training will likely use the recorded videos to see if that's effective for training new discipline leads and directors.
  - Lupita Tinnen and Michelle Millen will oversee this.
- ◆ There was emphasis for departments to have great discussions about the use of results from assessments. We're going to be writing the SACS reaffirmation documents and that first draft is due in March 2023. Section 8.2A is focused on workforce and that's where we need to integrate some of our innovations from the past year with POCA, which is a new assessment instrument.
- ◆ We talked about how the college supervises adjunct faculty. We want to find ways to ensure there's a consistent method for classroom observations and a feedback loop to talk to adjunct faculty about their appraisal. Garry Evans and Dawn Richardson presented information on the pilot process/draft.
- ◆ Garry Evans suggested we look at scripting some course conversions for 2023, which is a common way of speeding up the scheduling process and converting wholesale large groups of classes from one modality to another.

- ◆ Per a proposal sent by the associate deans/directors, Wendy Gunderson spoke about Canvas Gradebook, specifically on ensuring that we have a consistent process for faculty to put grades into Canvas. This was supported by the dean's group. Brenden Mesch will likely move to the provost group next and then to the Academic Governance and Strategic Planning Council.

#### **Faculty Council Report – Melinda McBee**

- ◆ There was no Faculty Council report.

#### **Prior Learning Assessment Report – Donna Smith**

- ◆ July 15, 2022
  - There was discussion on PLA Review Board training, which will be held during the first fall meeting for both new and existing members to make sure everyone is on the same page with the direction and goals of the board overall.
    - Meetings are held once a semester, so four meetings will be held: one for training and the other three for PLA review.
  - We discussed whether generalized fees or individualized fees would be developed for each PLA review offering. There were several different opinions on the subject, so this may be added as a future agenda item. Any fees developed would not be applied to the academic department's budget; the fee would be more along the lines of a transcribing fee that goes back to general Collin College funding.
    - Establishing a workgroup for developing PLA fees was discussed, but the workgroup was not created.
    - At this time, the PLA Review Board is not pursuing the development of any PLA fees.
  - Donna Smith will begin serving as the 2022-2023 PLA Review Board chair in the fall semester.

#### **Academic Governance and Strategic Planning Council Report – Kathryn Fant**

- ◆ Segal Report
  - Eight workstreams were analyzed. The first three were:
    1. Employee Experience – good report
    2. Wellness (Communications, Leadership, and Programming) – good report, and
    3. Differentiated Compensation.
  - Then...
    4. Complaint Process
      - Currently:
        - Randomly chosen committee of administrators
          - Not from the same campus as the complainant
          - Not in line of authority of complainant
      - Concern from administrators about lack of training and lack of tracking software
      - Suggestions:
        - Consider having an ombudsman program (third party).
        - Have a more prescriptive plan with some level of flexibility.
    5. Faculty Peer Review
      - Applauded as amazing and unique
      - Suggestions:
        - Reduce complexity.
        - Ensure objectivity of evaluators.
        - Report back to faculty as reviews pass through the process.
    6. Succession Planning

- No formal process
  - Suggestions:
    - Implement designed program such as:
      - i. Nine Box Talent Grid
      - ii. Academic Leadership (by Design)
  - An administrative goal is to already have 10-15 established in a succession program by fall 2023.
7. Collin Culture and Climate
- Highly applauded
  - Collin College has one of the highest ratings with 85% positive responses.
8. not presented

### **CAB Business/Discussion Items**

- ◆ Status of CAB Recommendations: There were no proposals presented in CAB's last meeting in April, so there were no outstanding statuses.
- ◆ April 22<sup>nd</sup> Meeting Minutes
  - No edits to the April 22<sup>nd</sup> meeting minutes were recommended.
  - A motion to approve the minutes will be made at the August 17<sup>th</sup> CAB meeting.
- ◆ End-of-Year Wrap Up
  - Some members of CAB will be rolling off this year. Thank you all for your service!
    - Kathy Fant (2017-2022)
      - Thank you, Kathy Fant, for your leadership as the 2021-2022 CAB Chair!
    - Cynthia Gruver (2013-2022)
    - Barry Piazza (2013-2022)
    - Michael Rose (2016-2022)
  - Thank you, Lacy Castleman, for your work as the Curriculum Coordinator! Best of luck to you in your new position!
    - If anyone needs to send the Curriculum Office something or ask questions, they can e-mail [wgunderson@collin.edu](mailto:wgunderson@collin.edu) or [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu).
  - Dr. Sherry Schumann is retiring at the end of July. Dr. Bill King will serve as interim-Executive Vice President until the position is filled in the spring at the soonest.
  - Dr. King's position of Provost at the Allen campus will be left open, so Dean Brenden Mesch will be leaving CAB to serve as interim-Provost.
  - Kathy Fant will serve as the interim-Dean at the Frisco campus in Dean Mesch's position.
  - Dr. Lupita Tinnen will serve on CAB as the workforce dean representative.
  - A CAB chair-elect for 2023-2024 has not been selected yet. If you have an interest in serving as chair, please e-mail the Curriculum Office at [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu) within the next week.

### **Next Meeting**

- ◆ Wednesday, August 17, 2022 at 10:00 am in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:20 pm