

**Curriculum Advisory Board**  
**Wednesday, August 17, 2022**  
**1:30 pm**  
**CHEC 107**  
**Meeting Minutes**

**Voting Members Present**

April Adams, Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Gail Ellison, Chad Essary, Andrea Fields, John "Rusty" Haggard, Joan Hunsaker, Audri Luebbers, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Christine Millard, Mark Popowski, Heather Rawls, Charles Ring, Steven Rizzo, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Helen Wang, Kaycee Washington

**Voting Members Absent**

Rachna Sachdeva (Proxy – Charles Ring), Jimmy Wallace

**Non-Voting Members Present**

Ex-Officio Members: Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Lupita Tinnen  
Advisory Members: Wendy Gunderson, Mari Lopez, Sarah Monroe

**Non-Voting Members Absent**

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

**Others Present**

None

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

**New Curricular Proposals**

- ◆ No new curricular proposals were presented.

**Expedited Proposals**

- ◆ New course – CHEM 1306 (*Introductory Chemistry: General, Organic and Biological*)
  - This science course is a three-credit, online class for students who plan to pursue the online RN to BSN program.
  - The course is lecture only (no lab), so it cannot be used to satisfy the 030 Life & Physical Sciences core component.
  - CHEM 1306 can be taken as an alternative to the RN to BSN's CHEM 1405 requirement.
- ◆ CAB Discussion:
  - To clarify, if a student who is pursuing an Associate of Arts degree took this class, it would not count towards the 030 core component.
    - Correct. It wouldn't count towards the core component, but it could count towards the elective requirement.
  - Are there any restrictions on registration to avoid other students accidentally taking the course who are not pursuing the RN to BSN program?
    - We did talk about it and I think we'll just have to make sure that during advising and registration, everybody's informed that this is a non-core course.
  - Is there any way we could add a note in the course description to clarify that this is not a core course?
    - I don't see that adding a note would be an issue.
  - Are we also updating the catalog to reflect that CHEM 1306 can be taken instead of CHEM 1405 for the RN to BSN program?

- Not at this time. Nursing will be coming through with their own proposal and it will be addressed then.
  - Do you know how many students plan to enroll in this course and how many sections will be offered?
    - This online course would likely have 25 students based on the college standard for online classes. The next step would be to talk with the Nursing program and see how many sections they'd like us to offer.
      - There are currently 55 students in the BSN program.
  - Could a departmental permit be issued for registration to avoid students registering for the course who aren't pursuing the RN to BSN program?
    - That's a possibility, but that would also be the Nursing department working with the Chemistry department to determine who would be the one to manage providing the permit.
  - Would students taking CHEM 1306 already be designated as RN to BSN in the system or is this course something they would be taking prior to that designation?
    - Students would take this course prior to admission to the RN to BSN program, so setting an academic major restriction is not an option. Also, there are various Health Science programs at other colleges that use this course, so it's possible additional Health Science programs at Collin College may accept this course in the future. Based on this, we don't want to have a major restriction in place.
  - Is it possible to update how the prerequisite requirement reads? For example, can we list the course number as the prerequisite instead of the TSI testing level?
    - No. We used to list the remedial course level required for registration (ex. Meet TSI requirement for MATH 0310), but because of the redesign/revamp of the TSI and its scoring system, we could no longer list the actual remedial prerequisite course requirement.
- ◆ Motion to approve with non-core course verbiage in course description → seconded → approved
  - See [Addendum](#).

### **Informational Report**

- ◆ There was no Informational Report.

### **Deans' Liaison Report – Lupita Tinnen**

- ◆ The Deans' meeting was cancelled for the month of August, so there was no Deans' Liaison Report today.

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

- ◆ May 6, 2022
  - Roger Ward's President's Report on AGS:
    - A pool of potential adjunct faculty will be created from hiring fairs, but the candidates must be cleared/vetted by full-time faculty. All adjuncts will be hired through the process with the possible exception of last-minute hires who will have to complete this process before being rehired.
    - Floyd Nickerson agreed to work on lab compensation with President Ward. President Matkin has expressed that he wants to make this issue right.
      - This will not affect the English labs, which is a separate issue in and of itself.
  - The Business Office has a plan for course banking that they're working on.
  - There's an update on the 50/50 staffing for fall 2022. The goal is 70% full-time faculty and 30% part-time faculty for i-Collin. Dr. Matkin says this drive for 50/50 staffing is coming from the Board of Trustees.
  - Dr. Abe Johnson brought forward a proposal regarding adding students to online courses.

- In the proposal, up to two students can be added to a course without faculty compensation, but this proposal has been pulled.
- All College Day was at The Star this year despite the fact that The Star did not refund the college's money from last year's cancellation.
  - In a report from the Technology Committee, the committee met with Dean Brenden Mesch to develop a master list of software available at each campus and to create a survey regarding software in the classrooms.
  - In the Organization, Education, and Policy Committee (OEP), there was a discussion on the sabbatical policy with the decision to leave it as is.
  - There were nominees for treasurer and secretary.
    - Kimberly Harris was nominated and elected treasurer.
    - Natalie Malin was nominated and elected secretary.

**Prior Learning Assessment Report – Wendy Gunderson**

- ◆ No PLA proposals have come through yet.
  - In the July session, there was discussion on the 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 in the 2022-2023 academic year: one for training and the other three for PLA review.

**CAB Business/Discussion Items**

- ◆ Status of CAB Recommendations: All CAB recommendations from July are on hold until the ASSC meets in September.
- ◆ Call for Nominations of Chair-Elect: Adrienne Caughfield was nominated.
  - Motion to approve Adrienne Caughfield as 2022-2023 Chair-Elect → seconded → approved
- ◆ Call for Nominations of Faculty Council Liaison: There were no nominations today.
  - This will be revisited in a later CAB meeting when more members of Faculty Council are in attendance.
- ◆ April 22<sup>nd</sup> Meeting Minutes
  - Motion to accept April minutes → seconded → approved
- ◆ July 22<sup>nd</sup> Meeting Minutes
  - Motion to accept July minutes → seconded → approved

**Next Meeting**

- ◆ Friday, September 23, 2022 at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:04 pm

**Addendum**  
**Thursday, August 25, 2022**

On 8/17/22, the CAB approved the proposal for CHEM 1306 with the stipulation that the course description indicate that CHEM 1306 does not meet the core curriculum requirements for Component 030 Life & Physical Sciences.

However, there is currently no statement in any course description that indicates a course does, or does NOT, meet the core curriculum requirements, so the CAB was asked to reconsider their recommendation.

CHEM 1306 is needed for the spring 2023 semester, so it was determined the best course of action was to initiate an electronic vote to reconsider the CHEM 1306 proposal as it was originally presented.

Per the CAB e-mail correspondence:

- ◆ Motion to approve CHEM 1306 proposal as presented (with no additional note to course description regarding core status) → seconded → approved