

**Curriculum Advisory Board**  
**Friday, November 19, 2021**  
**1:30 pm**  
**CHEC 227**  
**Meeting Minutes**

**Voting Members Present**

Daniel Birdsong, Sean Boyll, Adrienne Caughfield, Jillian DeShazo, Kathy Fant, Cynthia Gruver, John "Rusty" Haggard, Tiffany Heitz, Audri Luebbers, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Barry Piazza, Heather Rawls, Charles Ring, Steven Rizzo, Rachna Sachdeva, Jimmy Wallace, Helen Wang

**Voting Members Absent**

Andrea Fields (Proxy – Kathy Fant), Joan Hunsaker (Proxy – Heather Rawls), Christine Millard (Proxy – Cynthia Gruver), Mark Popowski (Proxy – Charles Ring), Mike Rose (Jillian DeShazo – Proxy)

**Non-Voting Members Present**

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

**Non-Voting Members Absent**

Ex-Officio: Daphne Babcock, Jamie Mills, Cameron Neal  
Advisory Members: Sarah Monroe

**Others Present**

Michael Cox, Pamela Darling-Facio, Caryn Hawkins, David Malone

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

**New Curricular Proposals**

◆ **Physical Therapist Assistant (PTA) and Rehabilitation Aide – Michael Cox**

- Program Revisions for the AAS - Physical Therapist Assistant
  - This program was originally approved by CAB in July 2019.
  - Per the program's accrediting body, this program cannot begin until both a site visit is conducted and the program is approved. A site visit is scheduled for early 2023, so this program is being proposed for the fall 2023 term.
  - Name of accrediting body: Commission on Accreditation in Physical Therapy Education (CAPTE)
  - Courses have been reorganized to help students move more smoothly through the program towards completion. With this restructuring, the PTA program will increase from 64 to 66 credit hours, which is the maximum number of allowable credit hours permitted by the Coordinating Board.
  - The following courses are now Pre-Entrance Requirements.
    - \* BIOL 2401 (*Anatomy & Physiology I*)
    - \* ENGL 1301 (*Composition I*)
    - \* PTHA 1409 (*Introduction to Physical Therapy*)
  - The following courses have been changed.
    - PTHA 2509 was changed to PTHA 2409. (Credit hours have been reduced from five to four).
    - PTHA 1361 was changed to PTHA 1261. (Credit hours have been reduced from three to two).
    - HITT 2435 was changed to HITT 1213. (HITT 2435 was

determined to have too much information not related to the needs of the PTA student).

- New Courses
  - \* PHTA 1225 (*Communication in Healthcare*) – replaces HPRS 2232
  - \* PHTA 1405 (*Basic Patient Care Skills*) – new course
  - \* PHTA 2201 (*Essentials of Data Collection*) – new course
- Course Removals
  - \* HPRS 2232 (*Health Care Communications*) -- removed to make room for courses that are more directly related to the program
  - \* HITT 2435 (*Coding and Reimbursement Methodologies*) – removed to make room for courses that are more directly related to the program
- CAB Discussion
  - \* Both PHTA 2360 and PHTA 2361 are offered in the same semester, but PHTA 2361 has a prerequisite of PHTA 2360. Will these be offered in express sections?
    - Yes. They will be offered in back-to-back eight-week courses.
  - \* Regarding student registration, is PHTA 2360 considered a prerequisite or prerequisite/concurrent enrollment?
    - It's considered a prerequisite. Students will need permission from the Associate Dean/Director to register for the express PHTA 2361.
  - \* Are PHTA 1413 (Functional Anatomy) and BIOL 2402 (Anatomy & Physiology II) required in the same semester?
    - Yes. In reviewing other PTA programs, it's common that these classes are taken together in the same semester. Although both classes cover anatomy, the content of each class differs from the other.
  - \* Is it required that students take PSYC 2301 as their Social/Behavioral Science requirement or can students use any core course applicable to that section?
    - PSYC 2301 is preferred, but students can satisfy this requirement with another core course that's applicable to this section.
- Program Revisions for OSA - Rehabilitation Aide
  - The credit hours for this program will decrease from 11 to 10.
  - The following courses have been changed.
    - \* Rehabilitation Aide
      - PHTA 1413 replaced PHTA 1321. (PHTA 1413 had a prerequisite of BIOL 2402; PHTA 1321 does not require any prerequisites).
      - HPRS 2232 replaced PHTA 1225.
  - CAB Discussion
    - \* Will the Rehabilitation Aide and the AAS in PTA be stackable?
      - Yes.
    - \* If these programs are stackable, will there be a more gradual increase in their understanding of anatomy?
      - Yes, students will start with a less rigorous anatomy class in the OSA to set the foundation before moving into a more rigorous anatomy class for the AAS.
- ◆ Motion to approve → seconded → passed

## **Expedited Proposals**

- ◆ No expedited proposals were presented.

## **Informational Report**

- ◆ Consistency update regarding approvals listed in course syllabi
  - About 175 classes require department permission and they each read differently. Syllabi with these statements will be collectively updated to specifically read “with consent of Associate Dean/Director”.
- ◆ Core Component identification and syllabus clean-up
  - In learning outcomes, we must list which core competencies are addressed (critical thinking, communication, social responsibility, etc.). Many of these competencies have been left off of the syllabi and have had to be added back.

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

- ◆ Topics at the previous Deans’ meeting on 11/18/21 include:
  - Raul Martinez (guest speaker) answered questions regarding the ISD holiday scheduling and textbook policies. Suggestion was to have a common area where this information is housed to ensure faculty and staff know the rules of the relationship between Collin and different ISDs.
    - Suggestion from their meeting: Have a common area where this information can be housed for faculty and staff reference, including specific dates, rules for textbooks, how to interface with different ISDs, etc.
  - Pamela Darling-Facio (guest speaker) provided information on Blackboard ally, a feature that will integrate into Canvas in the future and allow us to see the accessibility rating of a course. An 85% minimum is the goal.
    - This will be implemented starting in January 2022.
    - Accessibility training will be available.
  - Brenden Mesch reported on a meeting with David Malone on enrollment and completion data for workforce advisory committees.
  - There was some discussion on:
    - Parts-of-term for transfer courses and how to reduce the number of sections.
    - An update on the workforce directory for associate deans and directors.
    - A pilot for on-site classroom observation per Dean Hopes.
    - The process for travel approval in Workday.
    - The proposal process for the Outstanding Adjunct of the Year and how to make that process easier.
    - iCollin unstaffed sections for spring.
    - The ongoing effort to select a new platform for the Anthony Peterson Centers for reservation and student tracking for math and writing labs.
    - Possible creation of a master textbook list.

## **Faculty Council Report – Daphne Babcock**

- ◆ Topics from the Faculty Council meeting on 10/29/21 include:
  - The college announced a partnership with WGU (Western Governors University) to give iCollin students a pathway to an online 4-year degree.
  - The climate survey was completed with 80% of faculty responding.
    - Per the Adjunct Faculty Committee, there was concern that adjunct faculty were not solicited for the climate survey. There was a request for increased information flow between Faculty Council and Adjunct Faculty Council members.
  - The September 4<sup>th</sup> Policy Committee meeting gave a second reading on the Board policy for shared governance and one Board member asked that the word “shared” be removed.

- The terms staff, students, and administration were added to the policy.
- The October Board Policy Committee proposed two items for the future agenda.
    - The current plagiarism policy allows 10 days from the beginning of grading an assignment to submitting it for plagiarism. A Board member proposed this be changed to a full semester to submit the work, because sometimes students are completing revisions, sometimes faculty may be behind on grading, etc.
    - A Board member called for the Board to define the term “shared governance”. President Matkin was against this idea and stated it shouldn’t be the Board, but the Academic Governance and Strategic Planning Council who should define the term.
  - Faculty Council representatives are tasked with communicating with the faculty under the Associate Dean to whom they’ve been assigned. Representatives are instructed to reach out to that Associate Dean for the best e-mail list.
    - It was noted that Faculty Council representatives do not work for Associate Deans.
    - Representatives should solicit information about what faculty would like to see from Faculty Council.
  - Per the Policy Committee, the Department of Education has changed the term “regional accreditations” to “institutional accreditations”. This is likely because SACS doesn’t just focus on Southern accreditations anymore and workforce accreditations are likely to be national accreditations.
  - The college is currently discussing whether students will be allowed to transfer in foreign credits and degrees. The issue is that validating these credits can be prohibitively expensive. Additionally, the processes for allowing foreign degree/credit transfer are still being developed.
  - Regarding policy, it was mentioned courts have ruled policies in faculty handbooks serve as contracts. In the liaison report from COE (Council on Excellence), the current policy is that faculty cannot appeal to the Board if teaching contracts are not renewed.
  - COE funds for January and February travel should be requested by December. For March and the following months, those requests can be made in 2022.
  - There’s been an increase in SOBI referrals for a total of 22 since the last report. Most of those were forwarded to the Dean of Students.
  - Linda Sears reported on the Faculty Handbook Committee. The committee is working on updating the faculty handbook and she requested faculty to contact her with anything they want included, changed, or clarified in the next handbook.
  - Per the Lab Compensation Committee, in 2008, 32 faculty signed a petition to support paying lab faculty. The Administration did not approve the petition because the committee did not do research to show how other colleges handled the issue. In 2019, the English department created a similar petition with research demonstrating how other colleges dealt with the issue and how compensation could be handled; this petition was also denied. Currently, math and photography faculty are fully compensated for labs, science faculty are not adequately compensated, and English faculty are not compensated at all.
  - Per the Tenure Committee, 50 community colleges across Texas were surveyed. Thirty percent (30%) of the colleges surveyed have tenure on their books, but three or four have discontinued it. Termination at these colleges has to be with cause, and of these, Alamo, El Paso, and Tarrant are our peer institutions. Most of the colleges offer multiyear contracts. Austin and Dallas offer rolling contracts and Houston, San Jacinto, and South Texas offer single-year contracts. Per the committee, Collin is lagging behind peer institutions on this issue and our contract process is more complex than those institutions.
  - Jason Morgan suggested putting together a committee to address dual credit issues with Raoul Martinez. Jason Morgan volunteered to chair the committee and those who wish to

serve on the committee were directed to contact him.

### **Discussion Items**

- ◆ Pre-CAB meetings for discussion within focus groups was suggested. However, there's a concern that this will place extra work on faculty. Additionally, it may move important discussion to focus groups that should be heard by the group at large.
  - Focus group members can confer with the group or other group members at will if they want to run something by them before deciding whether to address it at CAB.
  - CAB Discussion:
    - If anyone is not comfortable saying something, this can be sent to Cynthia Gruver and she can help express whatever the concern is.
    - An optional working lunch and/or a Microsoft Team chat with separate channels for each focus group were suggested to help facilitate discussion prior to the CAB meeting.
      - Emphasis was placed on the importance of making sure to bring any concerns and discussion generated from focus groups to the actual CAB meeting.

### **CAB Business**

- ◆ Status of CAB Recommendations: All previous CAB recommendations have been approved by leadership. There is nothing outstanding.
- ◆ October 22<sup>nd</sup> Meeting Minutes
  - Motion to accept October minutes → seconded → passed
- ◆ Other Business
  - January CAB will be much larger. Options to lengthen the January CAB meeting or add an additional CAB meeting (dates: 1/12/22 and 1/28/22 at 1:30 pm) were discussed.
    - Motion to have two January CAB meetings → seconded → passed

**Next Meeting** – Friday, December 10, 2021 at 1:30 pm in CHEC 227

Motion to adjourn → seconded → meeting adjourned at 2:30 pm