

**Curriculum Advisory Board**  
**Friday, December 10, 2021**  
**1:30 pm**  
**CHEC 227**  
**Meeting Minutes**

**Voting Members Present**

Daniel Birdsong, Jillian DeShazo, Andrea Fields, Kathy Fant, Cynthia Gruver, John "Rusty" Haggard, Tiffany Heitz, Audri Luebbers, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Christine Millard, Barry Piazza, Mark Popowski, Charles Ring, Steven Rizzo, Mike Rose, Rachna Sachdeva, Jimmy Wallace

**Voting Members Absent**

Sean Boyll, Adrienne Caughfield (Proxy – Jillian Deshazo), Joan Hunsaker, Heather Rawls, Helen Wang

**Non-Voting Members Present**

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

Advisory Members: Lacy Castleman, Wendy Gunderson, Sarah Monroe

**Non-Voting Members Absent**

Ex-Officio: Jamie Mills, Cameron Neal

Advisory Members: Mari Lopez

**Others Present**

Karen Stepherson, Andrea Szlachtowski

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

**New Curricular Proposals**

◆ **Health Professions – All Tracks – Juli Westcott**

- Program Revisions: There are numerous course sequences throughout the track to better balance academic load and preserve the minimum 12-credit hour requirement for long semester financial aid qualification.
- Within this program, there are about 1000 dual credit students and 1000 adult students.
  - **Certified Nurse Aide (CNA)**
    - \* Remove BIOL 2404 and replace it with BIOL 1406 (AAS).
    - \* Remove HPRS 2232 and add HPRS 2310 (Level 1 Certificate).
  - **Electrocardiography (EKG)**
    - \* Add ECRD 1211 (AAS, Level 1 Certificate, OSA).
    - \* Remove BIOL 2404 and replace it with BIOL 1406 (AAS).
    - \* Terminate DSAE 1315 and add HPRS 1102 (AAS).
    - \* Remove HPRS 2232 and add HPRS 2310 (Level 1 Certificate).
  - **Emergency Medical Technician (EMT):** EMT is not managed by Juli Westcott, but there are tracks within her degree that affect the EMT program.
    - \* Remove BIOL 2404 and replace it with BIOL 1406 (AAS).
    - \* Remove HPRS 2232 and add HPRS 2310 (Level 1 Certificate).
    - \* Credit hours will increase from 22 to 23 (Level 1 Certificate).
  - **Patient Care Technician (PCT)**
    - \* Replace PLAB 1160 with PLAB 1260 (AAS, Level 1 Certificate).
    - \* Remove HPRS 1102 (AAS, Level 1 Certificate).

- \* Remove BIOL 2404 and replace it with BIOL 1406 (AAS).
- \* Terminate DSAE 1315 and add HPRS 1102 (AAS).
- \* Remove DSAE 2303 and replace with HPRS 2232 (AAS).
- \* Terminate DSAE 1315 and replace with HPRS 1303 (Level 1 Certificate).
- \* Removed DSAE 2303 (Level 1 Certificate).
- \* Remove HPRS 1102 and add HPRS 2310 (Level 1 Certificate).
- \* Credit hours will decrease from 32 to 30 (Level 1 Certificate).
- **Phlebotomy (PHLEB)**
  - \* Terminate PLAB 1160 and replace it with PLAB 1260 (AAS, Level 1 Certificate, OSA).
  - \* Remove BIOL 2404 and replace it with BIOL 1406 (AAS).
  - \* Remove HPRS 2232 and substitute HPRS 1102 (AAS).
  - \* Remove HPRS 2232 and add HPRS 2310 (Level 1 Certificate).
  - \* Credit hours will increase from 17 to 19 (Level 1 Certificate).
  - \* Remove HPRS 1201 and replace it with HPRS 2310 (OSA).
- CAB Discussion
  - \* What if students already took BIOL 2404?
    - BIOL 2404 will be allowed as a substitution for BIOL 1406 on a case-by-case basis.
  - \* Can these substitutions be built into the program to avoid inputting substitutions manually?
    - BIOL 1406 will be used to help meet the 50% common course requirement required for the Health Professions tracks, so it must be a specific course. Substitutions will be addressed on a case-by-case basis.
  - \* Could GOVT 2305 be moved into a different semester to lighten the load in the first semester?
    - This course was placed into the first semester, because there's really not a lot of heavy health science classes.
    - Also, many students will not take it in the recommended order. While some students are adamant about completing the classes in the order as outlined, dual credit students may need to take their general courses in the pathway designated by their high school.
  - \* Do any of these courses need prerequisites?
    - Only the clinicals do (although they're technically corequisites).
- New Courses
  - ECRD 1211 (*Electrocardiography*).
  - PLAB 1260 (*Clinical – Phlebotomy*) – will replace PLAB 1160.
- Course Revisions
  - HPRS 2310 (*Basic Health Profession Skills II*) – removed HPRS 1201 and HPRS. 1204 prerequisite requirements.
- Course Terminations
  - DSAE 1315 (*Principles of Adult Echocardiography*).
  - PLAB 1160 (*Clinical – Phlebotomy*) – replaced by PLAB 1260.
- Course Removals
  - BIOL 2404 (*Human Anatomy and Physiology Basic*) – replaced with BIOL 1406.
- ◆ Motion to approve → seconded → passed

◆ **Video Production – Andrea Szlachtowski**

- Overview of Program Revisions
  - A co-op (FLMC 2380) will be added to the curriculum so students can get experience before graduating and moving into the industry.
  - An alternative (RTVB 2337) that will mimic the co-op will be added in case the student doesn't have the time needed to complete the external hours or if they're already working in the industry and don't need the additional experience.
  - Prerequisites have been added to courses so that students will follow a more logical course progression.
  - In the AAS, two core courses were moved to the summer so students can focus more on Video Production coursework in the fall and spring terms.
- New Courses
  - FLMC 2380 (*Cooperative Education – Cinematography and Film/Production*)
  - RTVB 2337 (*TV/Video Production Workshop I*)
- Course Revisions
  - Prerequisites will be revised for the following classes:
    - \* ARTV 2320 (*Team Program Production I*)
    - \* FLMC 2333 (*Cinematography*)
    - \* FLMC 2334 (*Directing for Film or Video*)
    - \* RTVB 1325 (*TV Studio Production*)
    - \* RTVB 2330 (*Film and Video Editing*)
    - \* RTVB 2347 (*Electronic Media Business Management*)
- CAB Discussion
  - In the first semester of the certificate program, there are only nine (9) credit hours. Will this cause any issues with financial aid?
    - \* No, because the students can take any of the core classes or any of the basic Video Production courses if needed to meet the credit hours needed for their financial aid.
  - How many students are normally in the program?
    - \* The program had about 400 students and it increased this fall to about 700 students. The video production facilities are at maximum capacity and are outgrowing their IT Center.
  - Are you considering any Prior Learning Assessments?
    - \* Yes, possibly with industry experience and software certifications.
  - What is the job market like?
    - \* Yes, students are getting hired before graduating. The job market is very good, because the demand for video marketing is high.

◆ Motion to approve → seconded → passed

**Expedited Proposals**

- ◆ Dental Hygiene – Student Learning Outcome Revisions
  - DHYG 1215 (*Community Dentistry*)
    - CAB Recommendation
      - Replace “Understand” with “Demonstrate understanding.”
  - DHYG 2102 (*Applied Community Dentistry*)
    - CAB Recommendation
      - Replace “Understand” with “Demonstrate understanding.”
      - Replace “Recognize” with “Identify.”
      - On #10, correct sentence to read “Recognize substance abuse as a public health program...”

### **Informational Report**

- ◆ Consistency update regarding Cooperative Education Courses
  - In course descriptions, “Contact the Cooperative Work Experience Office” was changed to “Contact the Associate Dean/Director.”
- ◆ Course correction to align with ACGM
  - DANC 1301 (*Dance Composition – Choreography*) – DANC 1201 (*Dance Composition – Improvisation*) state-mandated prerequisite added.
  - RSPT 1160 (*Clinical I – Respiratory Care Therapist*) – removed redundant corequisite statement.

### **Deans’ Liaison Report – Brenden Mesch/Daphne Babcock**

- ◆ There was no Deans’ meeting in November.

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

- ◆ The Academic Governance and Strategic Planning Council had its first meeting. Baccalaureate offerings were discussed with a call for potential workforce degrees.
- ◆ There was discussion of a proposed change to the withdrawal date moving the deadline to 10 weeks to the benefit of students and faculty.
- ◆ It was reported that enrollment is down 4% overall with workforce enrollment up.
- ◆ There was an exploration on how many classes were taught by full-time faculty. It showed that for fall 2021, the percentage was 66%. Dr. Matkin’s goal was 60%, so that mark was met.
- ◆ Fall graduation will honor graduates within the last four cycles, which will be about 11,000 students. At the time of the meeting, there were 640 who have RSVPed.
- ◆ Student Government Representative brought up the issue of transportation between campuses, which the college doesn’t currently offer.
- ◆ For the Teaching and Learning Committee, the committee is working with Policy Committee’s chair, Jason Morgan, to address dual credit issues and the proposal workshop on the parts of feedback for the spring faculty development conference.
- ◆ Procedures for faculty hiring were discussed. Faculty Council president, Roger Moore, believes faculty members should control faculty hiring since they know their discipline better than anyone.
  - One problem is the hiring process for workforce, because it’s difficult to find credentialed workforce faculty.
- ◆ There was a motion to skip the December Faculty Council meeting, which was met with unanimous approval. The Faculty Council meeting will be in January.

### **Prior Learning Assessment (PLA) Report – Donna Smith**

- ◆ There are no current updates from the PLA Review Board as it pertains to any of the programs that have come through CAB.
- ◆ The PLA Review Board discussed how to mirror the PLA Review Board guidelines after CAB.

### **Discussion Items**

- ◆ CAB Member/Dean Communication
  - Academic, Governance, and Strategy Council (AGSC)
    - Topics from the AGSC meeting on 10/18/21 include:
      - Introductions and discussion of what has been happening toward Shared Governance within the various councils and committees.
      - Dr. Matkin envisions creating a Communications Central site.
      - CAB
        - Meeting minutes will be posted on the Curriculum site.
        - ASSC meeting minutes regarding curriculum proposal approvals will also be posted to the Curriculum site.

- Topics from the AGSC meeting on 12/1/21 include:
  - Baccalaureate Degree Task Force
    - The State has granted all community colleges the option to offer a maximum of five (5) workforce bachelor degrees.
    - Taskforce of faculty and leadership led by Dr. Johnson did an in-depth assessment of what would most meet the needs of the local area.
    - Of the five (5) proposed programs, Health Management was the clear winner given the criteria of the State of Texas and local needs.
    - It was determined that Collin would leave the 5<sup>th</sup> option open for now.
  - Discussion that focused on a deep dive into defining what Shared Governance should look like at Collin
    - In looking at Shared Governance, they looked at the American Associate of University Professors (AAUP) and their definition and description.
    - One point that was discussed was that faculty are involved in the hiring and in the non-renewal contract of any faculty.
    - Dr. Matkin stated that all non-renewal contracts go through the Council on Excellence (COE), so it is our faculty who makes that determination on non-renewal contracts. Those things go to him for sign-off and he has never not renewed a contract of someone who was recommended for renewal.
    - There have been times when he looks into health records to see if there were any reason medically that the faculty may not have been up to their performance. There have been a few instances where he did renew the contract even though they were recommended for nonrenewal. For the most part, he reads over it and then passes it on to the Board. The idea that the Administration does the hiring and firing is not the case, this needs to be communicated to everyone.
  - CAB Communications to Faculty
    - Members each represent a division led by a District Dean.
    - Members should report a summary of approved proposals as soon as possible after each CAB meeting so that Deans can communicate relevant changes to the faculty.
    - To assist with this, Kathryn Fant will send her summarization of the approved/disapproved decisions to the members the Monday following our meetings to assist members with communicating to their Deans.

### **CAB Business**

- ◆ Status of CAB Recommendations: CAB recommendations didn't go forward to Leadership this month, because the December meeting was cancelled. Proposals approved in the November and December CAB meetings will go before Leadership in January.
- ◆ November 19<sup>th</sup> Meeting Minutes
  - Motion to accept November minutes with attendance updated and name of Faculty Council Report corrected → seconded → passed

### **Next Meetings**

- ◆ Wednesday, January 12, 2022 at 1:30 pm in CHEC 227
- ◆ Friday, January 28, 2022 at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:16 pm