

Curriculum Advisory Board
Friday, February 25, 2022
1:30 pm
CHEC 107
Meeting Minutes

Voting Members Present

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

Voting Members Absent

Melinda McBee (Proxy – Cynthia Gruver), Mark Popowski (Proxy – Steven Rizzo)

Non-Voting Members Present

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

Advisory Members: Lacy Castleman, Wendy Gunderson, Sarah Monroe

Non-Voting Members Absent

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

Advisory Members: Mari Lopez

Others Present

Bob Benavides, Pamela Darling-Facio, Andrea Fields, Ervin Frenzel, Aparna Godbole, Caryn Hawkins, Raven Hartkopf, Nadia Khedairy, David Malone, Chris Morgan, Ron Reczek, Karen Stepherson, David Tercero

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

New Curricular Proposals

◆ **Activity Care Professional – Andrea Fields**

● **Programs**

- Associate of Applied Science – Activity Care Professional
 - * Removed HPRS 1310.
 - * Added HPRS 2310.
 - HPRS 1310 will be allowed as a substitution.
 - * Added Core options for *Natural Sciences*.
 - BIOL 2404 is recommended, but not required.
 - * Added Core options for *Mathematics*.
 - MATH 1342 is recommended, but not required.
 - * Added Core options for *Social / Behavioral Sciences*.
 - PSYC 2301 is recommended, but not required.
 - * Changed sequencing of courses as needed.
- Certificate Level 1 – Activity Care Professional
 - * Removed HPRS 1310.
 - * Added HPRS 2310 (*Health Profession Basic Skills II*).
 - HPRS 1310 will be allowed as a substitution.
 - * Changed sequencing of courses as needed.

- Award Deactivation
 - * Certificate Level 1 – Activity Care Professional – Certified Nurse Aide (CNA)
 - * Occupational Skill Award (OSA) – Activity Care Professional – Certified Nurse Aide (CNA)
- **CAB Discussion:** What does an Activity Care Professional do?
 - * Activity Care Professionals prepare events, programs and activities on a daily basis for individuals, particularly individuals in special populations and in long-term care settings. These professionals often work with the geriatric population, which is why most of our courses are centered around gerontology.
- ◆ Motion to approve as presented → seconded → passed
- ◆ **Automotive Technology – Sean Boyll**
 - Programs
 - Associate of Applied Science – Automotive Technology
 - * Removed AUMT 1266.
 - * Added AUMT 2307, AUMT 2380, and AUMT 2381.
 - * Removed footnotes for *Mathematics* and *Humanities/Fine Arts* requirements to allow any eligible core course. No specific course is recommended by the department for either option.
 - * Changed sequencing of courses as needed.
 - **CAB Discussion:**
 - * Would you consider moving ENGL 1301 to FIRST YEAR First Semester?
 - The ABDR courses from the first semester are the bare minimum a student needs to get ready to work in the industry and adding ENGL 1301 may be too much for the student.
 - * Are these courses writing intensive?
 - We do stress the soft skills for the FIRST YEAR First Semester, but we're not writing massive documents. We just need to write in a way that the service advisor and customer can understand.
 - Certificate Level 2 – Automotive Service Technician (AST)
 - * Changed title from *Automotive Technology* to *Automotive Technician (AST)*.
 - * Removed AUMT 1266.
 - * Added AUMT 2307, AUMT 2325, AUMT 2334, AUMT 2337, AUMT 2380, and AUMT 2381.
 - * Increased credit hours from 33 to 45.
 - * Changed sequencing of courses as needed.
 - Certificate Level 1 – Maintenance & Light Repair Technician (MLR)
 - * Changed title from *Automotive Performance Specialist* to *Maintenance & Light Repair Technician (MLR)*.
 - * Removed AUMT 1266, AUMT 1419, AUMT 2421, and AUMT 2434.
 - * Added AUMT 1305, AUMT 1310, AUMT 1316, AUMT 1345, and AUMT 2380.
 - * Increased credit hours from 21 to 24.
 - * Changed sequencing of courses as needed.

- Certificate Level 1 – Express Maintenance Technician (XMT)
 - * Changed title from *Brake and Front end Specialist* to *Express Maintenance Technician (XMT)*.
 - * Removed AUMT 1266, AUMT 2417, and AUMT 2421.
 - * Added AUMT 2380.
 - * Decreased credit hours from 19 to 15.
 - * Changed sequencing of courses as needed.
- New Courses
 - AUMT 1310 (*Automotive Brake Systems*)
 - * Credit hours decreased from 4 to 3
 - * Lecture hours decreased from 3 to 2
 - AUMT 1319 (*Automotive Engine Repair*)
 - * Credit hours decreased from 4 to 3
 - * Lecture hours decreased from 3 to 2
 - * Prerequisite requirement updated.
 - AUMT 2307 [*Hybrid and/or Battery Electric Vehicle (BEV) Systems Diagnostics*]
 - AUMT 2317 (*Automotive Engine Repair*)
 - * Credit hours decreased from 4 to 3.
 - * Prerequisite requirement updated.
 - AUMT 2321 (*Automotive Electrical Diagnosis Repair*)
 - * Credit hours decreased from 4 to 3.
 - * Lecture hours decreased from 3 to 2.
 - * Prerequisite requirement updated.
 - AUMT 2325 (*Automotive Automatic Transmission and Transaxle*)
 - * Credit hours decreased from 4 to 3.
 - * Lecture hours decreased from 3 to 2.
 - * Prerequisite requirement updated.
 - AUMT 2334 (*Automotive Engine Performance Analysis II*)
 - * Credit hours decreased from 4 to 3.
 - * Lecture hours decreased from 3 to 2.
 - * Prerequisite requirement updated.
 - AUMT 2337 (*Automotive Electronics*)
 - * Credit hours decreased from 4 to 3.
 - * Prerequisite requirement updated.
 - AUMT 2380 (*Cooperative Education I – Automobile /Automotive Mechanics Technology/Technician*)
 - AUMT 2381 (*Cooperative Education II – Automobile /Automotive Mechanics Technology/Technician*)
- Course Terminations
 - AUMT 1266 (*Practicum I - Automotive Mechanics Technology*)
 - * terminate before Fall 2024
 - AUMT 1410 (*Automotive Brake Systems*)
 - * replaced by AUMT 1310
 - * terminate immediately
 - AUMT 1419 (*Automotive Engine Repair*)
 - * replaced by AUMT 1319
 - * terminate before Fall 2024

- AUMT 2417 (*Automotive Engine Repair*)
 - * replaced by AUMT 2317
 - * terminate before Fall 2024
- AUMT 2421 (*Automotive Electrical Diagnosis Repair*)
 - * replaced by AUMT 2321
 - * terminate before Fall 2024
- AUMT 2425 (*Automotive Automatic Transmission and Transaxle*)
 - * replaced by AUMT 2325
 - * terminate before Fall 2024
- AUMT 2434 (*Automotive Engine Performance Analysis II*)
 - * replaced by AUMT 2334
 - * terminate before Fall 2024
- AUMT 2437 (*Automotive Electronics*)
 - * replaced by AUMT 2337
 - * terminate before Fall 2024
- Course Revisions
 - AUMT 1345 (*Automotive Climate Control Systems*)
 - * Prerequisite changed.
 - AUMT 2313 (*Automotive Drive Train and Axles*)
 - * Prerequisite changed.
 - * Student Learning Outcomes (SLOs) updated.
- ◆ **CAB Discussion:** Are departmental permits required because of capacity?
 - It's not because of capacity. Some people are interested in our classes because they're hobbyists or they just want to work on their own car. We want to make sure these students are aware that this is a workforce education program meant to train individuals for a career and that classes are only offered in a specific sequence.
- ◆ **CAB Recommendation:** Correct prerequisite on AUMT 2337 syllabus to read AUMT 2321 instead of AUMT 2421.
- ◆ Motion to approve with typo correction on AUMT 2337 → seconded → passed
- ◆ **Collision Technology – Raven Hartkopf**
 - Programs
 - Associate of Applied Science – Collision Technology
 - * Removed ABDR 1301.
 - * Added ADBR 1315.
 - Certificate Level 2 – Collision Technology
 - * Changed title from *Auto Body Technology* to *Collision Technology*.
 - * Removed ABDR 1301.
 - * Added ADBR 1315.
 - Certificate Level 1 – Collision Paint Technician
 - * Changed title from *Auto Body Paint Technician* to *Collision Paint Technician*.
 - * Removed ABDR 1301.
 - * Added ADBR 1315.
 - * Decreased credit hours from 21 to 20.
 - * Removed statement, “*Note: Completion of this certificate gives eligibility for I-CAR certification.*”

- Certificate Level 1 – Collision Metal Technician
 - * Changed title from *Auto Body Metal Technician* to *Collision Metal Technician*.
 - * Removed ABDR 1301 and ABDR 1349.
 - * Added ABDR 1315.
 - * Decreased credit hours from 28 to 25.
 - * Changed sequencing of courses as needed.
 - * Removed footnote, “*Note: Completion of this certificate gives eligibility for I-CAR.*”
- New Program
 - Associate of Applied Science – Collision Technology with Cooperative Education Focus
 - * NOTE: Only one AAS is offered for Collision Technology. However, students will now have alternative course options that include a cooperative education focus, which includes a four co-op courses offered throughout the program.
 - * Students will take:
 - ABDR 1280 instead of ABDR 1291.
 - ABDR 1281 *and* ABDR 2281 instead of ABDR 2437.
 - * Changed sequencing of courses as needed.
 - * **CAB Discussion:**
 - In the FIRST YEAR First Semester, students have three courses and the co-op. Will students take the three ABDR courses in the first eight weeks and the co-op in the second eight weeks?
 - Yes.
 - This may be a heavy load. Have your students who’ve taken three courses in an eight-week session been successful?
 - This is a brand-new initiative, so I don’t have any program data on that, but we do have students who take outside classes in addition to the required classes in our program, so there are students who have completed quite a few classes in one sitting.
 - If a student fails a course in the first eight-week session, what do they do from there?
 - It’ll depend on which course they fail. Some of these courses will be available in the second eight-week session, so students may have the opportunity to retake that class later that semester.
 - How will ENGL 1301 be scheduled? Will it be in an eight-week session, a 16-week session, etc.?
 - It’s recommended that students take this in the second eight-week session. Ideally, it would be best to take it online because a lot of our students are working full-time and attending college full-time.
 - Do you offer Collision classes to students nationally?
 - No, it’s only that this particular model has nationwide attention. For the type of work we do, these classes needed to be face-to-face.
 - Occupational Skills Award – Entry Level Collision Technician

- New Courses
 - ABDR 1280 (*Cooperative Education – Autobody/Collision and Repair Technology/Technician*)
 - ABDR 1281 (*Cooperative Education – Autobody/Collision and Repair Technology/Technician*)
 - ABDR 1291 (*Current Trends in Collision Technology*)
 - * Decreased lecture, credit, and contact hours.
 - * Prerequisite removed.
 - * Course Description and SLOs updated.
 - ABDR 1315 (*Vehicle Trim and Hardware*)
 - ABDR 2280 (*Cooperative Education – Autobody/Collision and Repair Technology/Technician*)
 - ABDR 2281 (*Cooperative Education – Autobody/Collision and Repair Technology/Technician*)
 - ABDR 2255
 - * Decreased lecture, contact, and credit hours.
 - * Removed prerequisite.
 - * Updated Additional Collin Outcomes (See CAB Discussion below)
- Course Termination
 - ABDR 1301 (*Auto Body Repair and Repainting*)
 - * Terminate by Fall 2022
 - ADBR 1391 (*Current Trends in Collision Technology*)
 - * Replaced by ABDR 1291.
 - * Terminate by Fall 2022.
 - ADBR 2355 (*Collision Repair Estimating*)
 - * Replaced by ABDR 2255.
 - * Terminate by Spring 2023.
- Course Revisions
 - ABDR 1307 (*Collision Repair Welding*)
 - * Removed prerequisite.
 - ABDR 1455 (*Non-Structural Metal Repair*)
 - * Increased contact and lecture hours.
 - ABDR 1458 (*Intermediate Refinishing*)
 - * Increased lab and contact hours.
 - ADBR 2402 (*Auto Body Mechanical and Electrical Service*)
 - * Removed prerequisite and concurrent enrollment requirement.
- ◆ **CAB Discussion:**
 - Do you have a veteran population in your program?
 - At this time, we do not, but we hope to have veteran students in our program in the future.
 - What’s the nature of our partnerships with outside businesses?
 - Businesses and colleges are working together to help alleviate the need for technician shortage. Business support may look like grants for collision engineering programs or it could be a company paying for a student’s first semester (i.e. the OSA) here at Collin, because the tuition is so low.
- ◆ **CAB Recommendation:** For the ADBR 1455 syllabus, update all four Additional Collin to include Bloom’s Taxonomy and remove excess capitalizations.
- ◆ **CAB Recommendation:** For the ADBR 1307 syllabus, update all three Additional Collin Outcomes to include Bloom’s Taxonomy and update Additional Collin Outcome #3 to indicate a

higher Bloom's Taxonomy level.

- ◆ **CAB Recommendation:** For the ADBR 2255 syllabus, update Additional Collin Outcome #1 include Bloom's Taxonomy, and update Additional Collin Outcomes #2 and #3 to correct Bloom's Taxonomy verb tense.
- ◆ Motion to approve with amendments as discussed → seconded → passed

- ◆ **Cloud Computing – Aparna Godbole**
 - New Award
 - Certificate Level 1 – Cloud Infrastructure Technician
 - * This program was specifically developed for high school students.
 - * It consists of foundational courses, some of which have objectives that align with industry certifications for different vendors including CompTIA, AWS, and VMware.
 - * No new courses have been added/created for this program.

- ◆ **CAB Discussion:**
 - If ITNW 1358 is a prerequisite to both ITNW 1309 and ITNW 1354, will these courses be offered in eight-week sessions?
 - Yes.
 - Is it possible to list the courses as prerequisite/concurrent enrollment vs prerequisite only?
 - CAB response: Not at this time.
 - CAB response: This may cause an issue with registration, because the student can only sign up for the first eight-week session.
 - Proposer response: We have a similar issue with our Cisco courses. As instructors are looking at their students' performance, we're able to provide students with an override.
 - There's only one class, ITNW 1373, that isn't included in one of our Computer Networking programs. Our Computer Networking students could take this one extra class and be able to receive certificates for two different pathways.
 - Yes, absolutely.
 - Can high school students take all the required classes while they're still in high school?
 - Yes.
 - Do you anticipate this program leading to a high percentage of students moving on to complete a two-year degree?
 - Yes, that's our primary goal. Right now, we're providing them with the basics of Cloud Computing, because many people don't know what it is. Building this foundation should motivate students to pursue an associate's degree.
 - What is the difference between ITCC 1314 and ITNW 1358?
 - ITCC 1314 is CCNA 1, which is not a part of the Cloud program, but it's currently a prerequisite for ITNW 1309. It's comparable to ITNW 1358, but ITNW 1358 is vendor agnostic; it's broad, whereas ITCC 1314 is Cisco-specific and only focuses on Cisco concepts. If our students take ITNW 1358 [instead of ITCC 1314], they can successfully enroll in ITNW 1309.
 - Is ITCC 1314 offered at the high-school level?
 - Yes.
 - CAB response: This class is offered to high school students in eight-week sessions. Some ISDs will have CPMT 1305 during the first eight weeks and then ITNW 1358, so students are set up for the next term to pursue Cloud or to go right into ITCC 1314.

- ◆ Motion to approve as presented → seconded → passed

◆ **Computer Networking – Kathy Fant**

- Programs (*Infrastructure Track*)
 - Associate of Applied Science – Infrastructure Track
 - * Removed ITSE 1359.
 - * Added ITSC 1342.
 - Certificate Level 2 – Infrastructure Administrator
 - * Removed ITSE 1359.
 - * Added ITSC 1342.
 - Certificate Level 1 – Infrastructure Technician (CCNA)
 - * Removed ITSE 1359.
 - * Added ITSC 1342.
- Programs (*Integrated Networking Technologies Track*)
 - Associate of Applied Science – Integrated Networking Technologies Track
 - * Moved ITSY 1300 to the preferred elective options where ITSE 1359 was previously.
 - * Added ITSC 1342.
 - Certificate Level 2 - Integrated Networking Administer
 - * Moved ITSY 1300 to the preferred elective options where ITSE 1359 was previously.
 - * Added ITSC 1342.
- Programs (*Systems Track*)
 - Associate of Applied Science – Systems Track
 - * Removed ITSE 1359.
 - * Added ITSC 1342.
 - Certificate Level 2 – Systems Administrator
 - * Removed ITSE 1359.
 - * Added ITSC 1342.
 - Certificate Level 1 – Systems Software Technician
 - * Removed ITSE 1359.
 - * Added ITSC 1342.
 - Certificate Level 1 – Systems Technician
 - * Removed ITSE 1359.
 - * Added ITSC 1342.
- Programs (*Wireless Track*)
 - Associate of Applied Science – Wireless Track
 - * Removed ITSE 1359, ITNW 1371, ITNW 1372, ITNW 2377, ITNW 2378, and ITNW 2379.
 - * Added ITCC 1344, ITCC 2320, ITSC 1316, ITSC 1342, ITNW 1309, and ITNW 2375.
- New Awards
 - Certificate Level 1 – Wireless Network Professional
 - * ITSW 1307 and ITSC 1315 added.
 - Occupational Skills Award – Database Concepts
 - * ITSE 1307 added.
- Award Deactivations
 - Certificate Level 1 – Wireless Track - Computer Wireless Network
 - Certificate Level 1 – Wireless Track - Aruba
- Course Terminations
 - ITNW 1371 (*Aruba Switching Fundamentals for Mobility*)

- ITNW 1372 (*Implementing Aruba Wireless*)
- ITNW 2377 (*Aruba Scalable Wireless LAN and Implementation*)
- ITNW 2378 (*Fundamentals of IoT*)
- ITNW 2379 (*Implementing Aruba Campus Switching Solutions*)
- Course Revisions
 - ITCC 1314 (*CCNA 1: Introduction to Networks*)
 - * Updated Course Description and SLOs to match WECM.
 - ITCC 1344 [*CCNA 2: Switching, Routing, and Wireless Essentials (SRWE)*]
 - * Updated Course Description and SLOs to match WECM.
 - ITNW 2372 (*Wireless Network Design*)
 - * Prerequisite changed from ITNW 2371 to ITNW 1378.
 - ITNW 2374 (*Emerging Wireless Technology*)
 - * Prerequisite changed to only ITNW 1378.
 - ITSC 1342 (*Shell Programming – Scripting*)
 - * Prerequisite changed from ITCC 1314 to ITNW 1358.
 - * Added Additional Collin Outcomes.
- ◆ **CAB Discussion:** With the proposed changes, are the Computer Networking tracks now in compliance with the 50% common course requirement?
 - Yes, that's right.
- ◆ Motion to approve as presented → seconded → passed
- ◆ **Computer Systems – Bob Benavides**
 - Programs (*Computer Support Track*)
 - Associate of Applied Science – Computer Systems – Computer Support Track
 - * Removed ITSE 1311 and ITSE 1301.
 - * Added ITSC 1315 and a Computer Support Technical Elective.
 - * Updated footnotes.
 - Certificate Level 2 – Computer Support Specialist
 - * Changed level of certificate from 1 to 2.
 - * Changed title from *Computer Support* to *Computer Support Specialist*.
 - * Removed ITSE 1311, ITSW 1304, and ITSW 1310.
 - * Added BCIS 1305, ITMT 1371, and ITSC 1315.
 - * Added BMGT 2303 as an allowed substitute for MRKG 1301.
 - * Changed sequencing of courses as needed.
 - Programs (*Information Systems Track*)
 - Associate of Applied Science – Information Systems Track
 - * Changed title from *Information System* to *Information Systems*.
 - * Removed BMGT 1307, COSC 1315, IMED 2309, and the TECHNICAL ELECTIVE option.
 - * Added ITSC 1305, ITSC 1315, ITSE 1350, and ITSE 1359.
 - * Revised BUSINESS ELECTIVE options.
 - Certificate Level 2 – Computer Applications Specialist
 - * Changed title from *Information System* to *Computer Applications Specialist*.
 - * Removed BMGT 1307, COSC 1315, and IMED 2309.
 - * Added ITSC 1305, ITSC 1315, and a BUSINESS ELECTIVE.
 - * Revised BUSINESS ELECTIVE options.
 - New Awards (*Computer Support Track*)
 - Certificate Level 1 – Help Desk / User Support Technician

- Occupational Skills Award – Help Desk Support
 - New Awards (*Information Systems Track*)
 - Certificate Level 1 – Computer Applications Assistant
 - Certificate Level 1 – Information Systems Specialist
 - New Course
 - ITSE 1350 (*System Analysis and Design*)
 - Course Revisions
 - ITSC 1305 [*Introduction to PC Operating Systems (Windows and macOS)*]
 - * Updated title to include (*Windows and macOS*).
 - * Update Course Description.
 - * Added Additional Collin Outcomes.
 - Course Terminations
 - IMED 2309 (*Internet Commerce*)
 - INEW 2338 (*Advanced Java Programming*)
 - * Not currently in either track
- ◆ **CAB Discussion:**
- What specific jobs does Information Systems prepare students to pursue?
 - It will prepare students for the role of a generic Information Technology Specialist. It will also prepare them for computer support jobs and other various entry-level positions in technology.
 - What specific skill sets will students develop in ITSE 1350?
 - This class brings together web, data, programming, and security in the systems development lifecycle. It's the study of maintaining and creating a system other time.
 - This class seems more theoretical than hands-on. Wouldn't it be more appropriate to add a course that had more of a hands-on approach?
 - Students will develop the hands-on training in the FIRST YEAR First Semester before entering ITSE 1350. This class is an important component to have after the hands-on training, because it brings together those different areas students have studied throughout the program. Additionally, students may pursue our programs and go into other areas of a company [outside of technology].
 - So even though ITSE 1350 is more theoretical than the other classes, it still has a practical application because you may be working with team members in various areas on developing an idea before coding?
 - There are classes in the Business department that will focus more on the team building aspect of this, but yes, you can't study the lifecycle of a system without considering project management.
- ◆ Motion to approve as presented → seconded → passed
- ◆ **Culinary Arts – Ron Reczek**
- Programs
 - Associate of Applied Science – Culinary Arts
 - * Removed ELECTIVE.
 - * Added CHEF 1345.
 - Certificate Level 3 – ESC – Advanced Culinary Arts
 - * Removed CHEF 1345.
 - * Removed statement, "Prior to being admitted to this program, students must provide official documentation showing they have earned a Certificate or AAS in Culinary Arts."

- * Decreased credit hours from 12 to 9.
- Course Revisions
 - CHEF 1310 (*Garde Manger*)
 - * Prerequisite and prerequisite / concurrent enrollment requirements updated.
 - CHEF 1314 (*A La Carte Cooking*)
 - * Prerequisite requirement updated.
 - CHEF 1341 (*American Regional Cuisine*)
 - * Prerequisite updated.
 - CHEF 2302 (*Saucier*)
 - * Prerequisite changed from CHEF 2331 to CHEF 1301.
 - CHEF 2331 (*Advanced Food Preparation*)
 - * One of two prerequisites removed.
 - CHEF 2380 (*Cooperative Education – Culinary Arts / Chef Training*)
 - * Added one additional prerequisite.
- ◆ **CAB Discussion:**
 - Is there a certain level of approval needed to have a prerequisite require a grade of C or higher?
 - Curriculum Office response: No, but it’s looked at closely by leadership, because a passing grade at Collin College is D or above. Collin College also doesn’t specify which [passing] grades a student needs for graduation: only that the student must have at least a minimum cumulative GPA of 2.0.
 - Proposer response: For our program, we researched our “C or better” requirement to make sure we weren’t asking for anything additional if we didn’t need it. What we found was that in the industry, it’s true that a “D” is not what gets hired. Additionally, students who do not demonstrate the necessary skills in their foundational classes will have trouble as they move into their advanced classes.
 - Classes with lots of prerequisites can sometimes have problems making. Since you already have [the prerequisites] informally in place, do you feel like this may have addressed this potential issue?
 - Yes, that’s a great point. Very few students have gone into their classes without the recommended prerequisites, because they’ve been advised [to take their courses in a specific sequence].
- ◆ Motion to approve as presented → seconded → passed
- ◆ **Music, Commercial – Chris Morgan**
 - Programs
 - Associate of Applied Science – Commercial Music
 - * Removed ARTC 1325 and MUSI 1116.
 - * Added MUSC 2471.
 - * Changed required general education core course MUSI 1307 to MUSI 1310.
 - Students will be permitted to substitute MUSI 1306 or MUSI 1307.
 - * Reformatted ELECTIVE options.
 - * Changed sequencing of courses as needed.
 - * **CAB Recommendation:** Move ENGL 1301 from SECOND YEAR First Semester to FIRST YEAR Second Semester.
 - An ELECTIVE from FIRST YEAR Second Semester

will be swapped with ENGL 1301.

- Certificate Level 1 – Audio Engineering Studio Track
 - * Added MUSC 2471.
 - * Increased credit hours from 31 to 35.
 - * Changed sequencing of courses as needed.
- Certificate Level 1 – Audio Engineering Live Sound Track
 - * Changed sequencing of courses as needed.
- New Course
 - MUSC 2471 (*Audio Plugins*)
- Course Revisions
 - The following changes were made to the MUSP courses below.
 - * Removed course enrollment requirement of “at least three credits of MUSB, MUSC, MUSI or MUSP classes”.
 - * Removed “Ineligible for a department scholarship the next semester” for students who do not meet the requirements of the course.
 - * Removed Additional Collin Outcomes.
 - MUSP 1104 (*Applied Commercial Music: Bass Guitar*)
 - MUSP 1105 (*Applied Commercial Music: Commercial Guitar*)
 - MUSP 1110 (*Applied Commercial Music: Piano*)
 - MUSP 1117 (*Applied Commercial Music: Percussion*)
 - MUSP 1127 (*Applied Commercial Music: Voice*)
 - MUSP 2230 (*Advanced Applied Commercial Music: Voice*)
 - MUSP 2233 (*Advanced Applied Commercial Music: Bass Guitar*)
 - MUSP 2235 (*Advanced Applied Commercial Music: Piano*)
 - MUSP 2237 (*Advanced Applied Commercial Music: Commercial Guitar*)
 - MUSP 2249 (*Advanced Applied Commercial Music: Percussion*)
- ◆ **CAB Discussion:**
 - Can you address the rationale behind the “grade of B or better” prerequisite requirement?
 - When that was first created, we had a problem with capacity. We would have a lot of students sign up and not be successful. So initially, we used to hold interviews, but that became untenable. What we did then was to create the “B or better” policy for this and that worked really well.
 - The skills we have in our program build on each other each semester. If a student is underperforming, we’re not doing the student any favors by allowing them to move forward with a low grade. Additionally, many of the projects are team-based projects. When we record a multitrack session, we’ve got everyone engaged with that, so it is a team process. If there are members of the team who are not fully engaged to the level of getting a “B” in the course, it’s not only hurting them, it’s hurting the entire class, so we feel very strongly about the “B or better” requirement.
 - To my knowledge, this is the only program that has classes which require a “B” or better to advance into higher-level class. Can you speak to the difference of requiring a “B or better” as opposed to a “C or better”?
 - It harkens back to the fact that this industry is extremely competitive and really that’s probably the number one thing. Students who do not earn a “B or better” in their coursework are unlikely to make it very far. They have to be exceptional for this industry, not only for their own fulfillment, but for their team.

- Could it be addressed by the way you grade within the program?
 - That's a possibility if it comes to that, but our main focus is on students matriculating through the program. If a student gets a "C" due to extenuating life circumstances, a good student may be able to progress to the next class with instructor permission. However, a grade of "C" is usually coming from [students] not coming to class, not turning in assignments, etc., and those students are advised to take the class again and do a better job.
- How many teachers are teaching these classes and how can you make sure a "C" in one class is not a "B" in someone else's class?
 - We have a core set of quizzes and teaching materials, so students who move from professor to professor have the same course skill set. If a professor is not adhering to that, we'll talk with them about it.
- ◆ Motion to approve with resequencing of ENGL 1301 → seconded → passed
- ◆ **Music, FOS – Casey Carter**
 - Course Revision
 - MUAP 1149 [*Secondary Applied Music (Euphonium)*]
 - * Changed instrument name from Baritone to Euphonium.
 - MUAP 2249 [*Concentrated Applied Music (Euphonium)*]
 - * Changed instrument name from Baritone to Euphonium.
 - * **CAB Recommendation:** Correct Bloom's Taxonomy verb tense on SLOs #1, #3, #4, #5, and #6.
 - MUEN 1121 (*Jazz Lab Band*)
 - * Removed Audition prerequisite requirement.
 - MUEN 1122 (*Symphonic Wind Ensemble*)
 - * Removed Audition prerequisite requirement.
 - MUEN 1132 (*Keyboard Ensemble*)
 - * Removed Audition prerequisite requirement.
 - MUEN 1133 (*Woodwind Ensemble*)
 - * Removed Audition prerequisite requirement.
 - * **CAB Recommendation:** Bloom's Taxonomy is missing. Update SLOs header to read "Upon successful completion of this course, students will **demonstrate...**".
 - MUEN 1134 (*Brass Ensemble*)
 - * Removed Audition prerequisite requirement.
 - * **CAB Recommendation:** Bloom's Taxonomy is missing. Update SLOs header to read "Upon successful completion of this course, students will **demonstrate...**".
 - MUEN 1136 (*Chamber Ensemble*)
 - * Removed Audition prerequisite requirement.
 - MUEN 1137 (*Guitar Ensemble*)
 - * Removed Audition prerequisite requirement.
 - * **CAB Recommendation:** Bloom's Taxonomy is missing. Update SLOs header to read "Upon successful completion of this course, students will **develop...**".
 - MUEN 1138 (*Percussion Ensemble*)
 - * Removed Audition prerequisite requirement.
 - MUEN 1139 (*String Ensemble*)
 - * Removed Audition prerequisite requirement.

- * **CAB Recommendation:** Bloom’s Taxonomy is missing. Update SLOs header to read “Upon successful completion of this course, students will **demonstrate...**”.
 - MUEN 1142 (*Expressions Vocal Jazz Ensemble*)
 - * SLO #7 revised.
 - MUEN 1152 (*Opera Theater Ensemble*)
 - * Removed Audition prerequisite requirement.
 - MUEN 1153 (*Chamber Choir*)
 - * Removed Consent of Associate Dean/Director prerequisite requirement.
 - MUEN 1154 (*Musical Theatre Ensemble*)
 - * Removed Audition prerequisite requirement.
 - MUSI 1306 (*Music Appreciation*)
 - * Updated course description to clarify that MUSI 1307 is required for Music FOS majors.
 - MUSI 1307 (*Music Literature*)
 - * Updated course description to clarify that MUSI 1307 is required for Music FOS majors.
 - MUSI 1310 (*American Music*)
 - * Updated course description to clarify that MUSI 1307 is required for Music FOS majors.
- ◆ Motion to approve with syllabi revisions → seconded → passed

Expedited Proposals

- ◆ **Biotechnology**
 - Certificate Level 1 – Biotechnology
 - Removed BIOL 2389 as a substitute option for BITC 2486.
 - Added BITC 2431 as a substitution option.
 - BITC 2439 (*Internship – Biology Technician / Biotechnology Laboratory Technician*)
 - Reduced contact hours from 336 to 192 (i.e. from 18 hrs/wk to 12 hrs/wk).
- ◆ **Business Office Support Systems**
 - ITSC 1309 (*Integrated Software Applications – MS Office*)
 - Removed prerequisite.
- ◆ **EDUC 1100 & EDUC 1300 (*Learning Framework*)**
 - SLOs updated on both syllabi.
 - EDUC 1300 course description revised to match EDUC 1100 and ACGM.
- ◆ **Heating, Ventilation, Air Conditioning (HVAC)**
 - HART 1401 (*Basic Electricity for HVAC*)
 - Removed three (3) Additional Collin Outcomes.
 - HART 1407 (*Refrigeration Principles*)
 - Removed two (2) Additional Collin Outcomes.
 - HART 1441 (*Residential Air Conditioning*)
 - Added two (2) Additional Collin Outcomes.
 - HART 1445 (*Gas and Electric Heating*)
 - Removed one (1) Additional Collin Outcome.
 - HART 2341 (*Commercial Air Conditioning*)
 - Updated prerequisite requirement.
 - Removed one (1) Additional Collin Outcome.
 - HART 2342 (*Commercial Refrigeration*)
 - Updated prerequisite requirement.
 - HART 2343 (*Industrial Air Conditioning*)

- Updated prerequisite requirement.
 - Added corequisite.
 - HART 2345 (*Residential Air Conditioning Systems Design*)
 - Removed one (1) Additional Collin Outcome and,
 - Added two (2) Additional Collin Outcomes.
 - HART 2358 (*Testing, Adjusting, and Balancing HVAC Systems*)
 - Updated prerequisite requirement.
 - Added one (1) Additional Collin Outcome.
 - HART 2431 (*Advanced Electricity for HVAC*)
 - Removed one (1) Additional Collin Outcome and,
 - Added one (1) Additional Collin Outcomes.
 - HART 2438 (*Air Conditioning Installation and Startup*)
 - Removed four (4) Additional Collin Outcomes.
 - **CAB Recommendation:** Revise Additional Collin Outcome #1 to read “Construct air delivery devices”.
- ◆ **Information Systems Cybersecurity**
 - Some State-mandated Outcomes were removed from WECM for Fall 2022. However, these Outcomes are still deemed necessary, so the department is proposing them as Collin Outcomes. This will affect:
 - ITSY 1300 [*Fundamentals of Information Security (Security +)*]
 - Course description also updated.
 - ITSY 2300 (*Operating System Security*)
 - ITSY 2301 (*Firewalls and Network Security*)
 - Course description also updated.
 - ITSY 2330 (*Intrusion Detection*)
 - ITSY 2341 (*Security Management Practices*)
- ◆ **CAB Discussion:** On the Marketable Skills, could “Ask” be changed to “Formulate” on the marketable skill that reads “Ask questions in seeking understanding of a topic”?
 - Formulating is building the question and asking is vocalizing it. This marketable skill specifically refers to a student actively engaging others and seeking information, so the active verb, “Ask”, needs to remain in place.
- ◆ **Paralegal**
 - Associate of Applied Science – Paralegal / Legal Assistant
 - Removed MATH 1324, MATH 1350, and MATH 1351 as possible math substitutions for MATH 1314.
 - Added MATH 2305, MATH 2318, MATH 2320, MATH 2412, MATH 2413, MATH 2414, or MATH 2415 as possible math substitutions for MATH 1314.
 - Removed LGLA 1344 as a possible elective.
 - Added Social / Behavioral Sciences core options for GOVT 2305.
 - However, GOVT 2305 or GOVT 2306 is strongly preferred.
 - Updated footnote #1 to replace “traditional face-to-face” with “synchronous”.
 - Changed sequencing of courses as needed.
 - **CAB Discussion:** Would it be possible to move ENGL 1302 from FIRST YEAR Third Semester to FIRST YEAR Second Semester to facilitate other courses in the FIRST YEAR Second Semester?
 - That’s a possibility, especially if the course was swapped with GOVT 2305, but there are already a couple of writing-intensive courses in the Second Semester, so switching ENGL 1302 to Second Semester may not be the best option. Also, switching ENGL 1302 with one of the writing-intensive courses may not be an option either, because the Third Semester is usually summer and not all LGLA

courses are offered in that term. It's preferred to leave it as is.

- ◆ **CAB Recommendation:** Remove MATH 1324 from the list possible math substitutions, because a mathematics course that prepares students for a specific field will not satisfy the American Bar Association's guidelines.
 - Certificate Level 2 – Paralegal General
 - Removed LGLA 1344 as a possible elective.
 - Updated footnote #1 to replace “traditional face-to-face” with “synchronous”.
 - Changed sequencing of courses as needed.
 - LGLA 1305 (*Legal Writing*)
 - Added prerequisite requirement.
 - LGLA 2333 (*Advanced Legal Document Preparation*)
 - Added prerequisite / concurrent enrollment requirement.
- ◆ Motion to approve all expedited proposals with revisions to the HART 2438 syllabus and the removal of MATH 1324 from the AAS in Paralegal / Legal Assistant → seconded → passed

Informational Report

- ◆ Correction to 1.28.22 Informational Report
 - Courses ITCC 2313 and ITCC 2356 will not need the “formerly” statement removed, because these courses were terminated in Summer 2020 and Spring 2021 respectively.
- ◆ DRAM 2351 (*Acting III*)
 - DRAM 2351 will be terminated from Collin's inventory, because this course is being removed from the ACGM.
- ◆ Enhanced Skills Certificate (ESC) Statement Removed from Catalog
 - The statement, “Prior to being admitted into this award, the student must have earned an AAS in [program]...”. Per state guidelines, an ESC can be taken concurrently with an AAS, so these statements have been removed from:
 - Animation and Game Art.
 - the Interpreter Education Program (IEP).
 - Pastry Arts.
- ◆ KINE 2129 (*Intermediate Hatha Yoga*)
 - The reference to the outdated rubric, PHED, has been removed from the course description for KINE 2129.
- ◆ Multiple Disciplines
 - Mandatory WECM changes have been made to the following courses:
 - FIRT 1315 (*Hazardous Materials I*)
 - Updated course description and SLOs.
 - IMED 1316 (*Web Design I*)
 - Updated course description and SLOs.
 - IMED 1341 (*Interface Design*)
 - Updated course description and SLOs.
 - IMED 2315 (*Web Design II*)
 - Updated course description and SLOs.
 - INEW 2334 (*Advanced Web Programming*)
 - SLOs updated.
 - ITNW 1309 (*Fundamentals of Cloud Computing*)
 - Updated course description and SLOs.
 - ITSC 1315 (*Project Management Software*)
 - Updated course description and SLOs.

- ITSC 2339 (*Personal Computer Help Desk Support*)
 - Updated SLOs.
- ITSE 1301 (*Web Design Tools*)
 - Updated course title, course description, and SLOs.
- ITSE 1306 (*PHP Programming*)
 - Updated SLO.
- ITSE 1330 (*Introduction to C# Programming*)
 - Updated SLOs.
- ITSE 1332 (*Introduction to Visual Basic.NET Programming*)
 - Updated course description and SLOs.
- ITSE 1333 (*Mobile Applications Development*)
 - Added SLO.
- ITSE 1346 (*Database Theory and Design*)
 - Updated SLO.
- ITSE 1359 (*Introduction to Scripting Languages – Python*)
 - Updated course description and SLOs.
- ITSE 2302 (*Intermediate Web Programming*)
 - Update SLOs.
- ITSE 2309 (*Database Programming – SQL*)
 - Updated SLO.
- ITSE 2310 (*iOS Application Programming*)
 - Updated SLO.
- ITSE 2343 (*Advanced Mobile Programming*)
 - Updated SLO.
- ITSE 2354 (*Advanced Oracle PL/SQL*)
 - Updated SLO.
- ITSW 1307 (*Introduction to Databases – Access*)
 - Updated course description and SLOs.
- RTVB 1325 (*TV Studio Production*)
 - Updated course description and SLOs.
- RTVB 1329 (*Scriptwriting*)
 - Updated course description and SLOs.
- RTVB 2330 (*Film and Video Editing*)
 - Updated SLOs.
- RTVB 2347 (*Digital Media Business Management*)
 - Updated course title and SLO.

Deans' Liaison Report – Brenden Mesch/Daphne Babcock

- ◆ Topics from the recent Dean's Liaison meeting include:
 - SACS principle 8.2.
 - Work Day travel training.
 - Work Day changes for 30- and 60-day evaluations.
 - It was noted that internal transfers to new positions for both faculty and staff do not trigger the 60-day evaluation.
 - Focus on how to develop a similar experience for both continuing education and credit student processes like registration and grading, especially for CE linked courses.
 - Load sharing between faculty in iCollin.
 - iCollin course sections.
 - iCollin Honors classes. There are no online Honors classes for spring for iCollin. Their goal is to have a greater presence for online at Collin in Honors courses.

- Updated CE Course Build Manual, specifically regarding best practices for linked courses
- Update on classroom observation form.
- Discussion on faculty absences. How does it work if a class moves from a hybrid to an online format?
- Consistency in grade appeals.
- Adjunct faculty scheduling desktop app.
- Summer student evaluations, which have been presented to the VP/Ps for discussion.
- Coverage protocol if someone's going to be out.
- Consistency with course releases and stipends.
- Academic collaboration meeting. Volunteers are needed to support that.
- ◆ All other proposed topics were moved to the March meeting.

Faculty Council Report – Melinda McBee

- ◆ The Faculty Council Report for February will be provided at the March CAB meeting.

PLA Review Board Report – Donna Smith

- ◆ There was no PLA Review Board meeting in January or February.

CAB Business/Discussion Items

- ◆ Status of CAB Recommendations: CAB recommendations from both January meetings and Health Professions from December's meeting have been approved by leadership. All proposals from today's CAB meeting will be presented to the ASSC at their next meeting on 3/4/22.
- ◆ January 28th Meeting Minutes
 - Motion to accept January 28th minutes → seconded → passed

Next Meeting

- ◆ Friday, March 25, 2022 at 1:30 pm in CHEC 227

Motion to adjourn → seconded → meeting adjourned at 4:30 pm