

Curriculum Advisory Board
Friday, September 24, 2021
1:30 pm
CHEC 227
Meeting Minutes

Voting Members Present

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

Voting Members Absent

Jillian DeShazo (Proxy - Mike Rose), Tiffany Heitz (Proxy - Adrienne Caughfield)

Non-Voting Members Present

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

Advisory Members: Lacy Castleman, Mari Lopez, Sarah Monroe

Non-Voting Members Absent

Jamie Mills

Others Present

Tripat Baweja, Leah Beck, Mike Coffman, Pamela Darling-Facio, Debbie Dunn, Lily Quezada, Kashif Ur-Rehman, Meredith Wang

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

New Curricular Proposals

◆ **Developmental Education Mathematics – Leah Beck**

◆ Course revisions:

- MATH 0405 –the previous prerequisite, NCBM 002A, will now be terminated because the content and contact hours are being added to MATH 0405
- Course Description and/or Prerequisite Revisions to reflect current course offerings:
 - NCBM 004A – course description revision, references to previously terminated courses removed
 - NCBM 005A – course description and prerequisite revision, references to previously terminated courses removed
 - NCBM 010A – course description and prerequisite revision, references to previously terminated courses removed
- Course terminations
 - NCBM 001A (no longer offered)
 - NCBM 002A (content and contact hours being added to MATH 0405)
 - NCBM 402 (no longer offered)
 - NCBM 502 (no longer offered)

◆ Motion to approve → seconded → passed

Expedited Proposals

- ◆ Industrial Automation – name revised to *Robotics and Automation Technology* for degree and certificate programs, and changes made to Marketable Skills
 - CAB recommendation – replace *understand* with *interpret* in list of Marketable Skills
- ◆ Motion to approve with CAB recommendation → seconded → passed

Informational Report

- ◆ College-Level Examination Program (CLEP) – Senate Bill 1227 requires public institutions of higher education to use an exam score not higher than the recommended score as determined by the American Council on Education (ACE) when awarding credit for CLEP examinations.
 - The following scores have been adjusted at Collin College to meet this requirement.
 - GERM 1411 – required score for CLEP credit changed from 60 to 50
 - GERM 1412 – required score for CLEP credit changed from 63 to 60
 - MATH 2412 – required score for CLEP credit changed from 61 to 50
- ◆ Course Description Correction
 - DANC 1112 – course description corrected to remove a duplicated note
 - PHYS 1402 – course description corrected in Banner to accurately reflect the prerequisite requirement
- ◆ Course Terminations
 - NCBI 001A (no longer used)
 - NCBI 002A (no longer used)
 - NCBR 001A (no longer used)
 - NCBW 001A (no longer used)

Deans' Liaison Report – Daphne Babcock

- ◆ State Farm money and CARES money for developing open educational resources (OER) are still available. Any faculty who are interested in submitting a proposal will need to contact their Associate Dean and their Dean.
- ◆ There's been discussion about:
 - prior learning assessments (PLAs) and the processes of having those implemented.
 - online faculty load vs face-to-face faculty load.
 - hiring adjuncts.
 - full-time faculty letting their primary supervisor know if they have requested to teach classes online or at another campus.
 - Council on Excellence (COE) professional development travel. If a faculty member is going to apply for COE funds, it's going to go to the Associate Dean.
- ◆ There's been training for the Associate Deans and Workforce Directors on the new faculty evaluation tool. A recording will be available. The teaching tool isn't mandatory, but it's highly encouraged. The pilot will roll out in spring.
- ◆ Wintermester is online except for workforce programs/courses that have to be face-to-face.
- ◆ Make sure Vice Presidents (VPs) are aware of things going through CAB. Faculty and others involved in program/course revisions should work closely with their Deans and involve the Campus Provosts early in the process.

Faculty Council Report - Melinda McBee

- ◆ There was a lot of discussion about a proposal for restructuring faculty council representatives. It is currently tabled.
- ◆ There was a vote to add a workforce representative. The election took place last week and Darrel Rochell is the representative for the Technical campus.
- ◆ There was a question about the number of faculty for associate deans and the divisions. Dan Lipscomb stated there were as few as 11 and as much as 35 for each division, but typically, the number is between 18-30.
- ◆ Rebecca Orr is the representative for the iCollin seat.
- ◆ Rebecca Burton is the representative for the Frisco campus.
- ◆ Clayton Cummings is the adjunct representative.

Discussion Items

- ◆ Open Meeting Format – attendance to CAB has not been extended to members outside of CAB
 - CAB members are asked to consider whether future CAB meetings should be open to the public before the next CAB meeting. This will be discussed further at the next CAB meeting on October 22nd.
- ◆ Proposal Checklist with focus areas introduced – This is a living document that can be revised per CAB member feedback and Academic Services support as needed.
 - Motion to accept checklist → seconded → passed
 - CAB members in attendance signed up for their preferred focus area before leaving the meeting.

CAB Business

- ◆ Status of CAB Recommendations – All previous CAB recommendations have been approved by leadership. There is nothing outstanding.
- ◆ July 23rd Meeting Minutes
 - Motion to accept July minutes with attendance corrected → seconded → passed
- ◆ Calendar invites will be sent out for all of the upcoming CAB meetings. They're not going to be used for attendance, but if CAB members can accept the invite if they would like to see it on their calendars. Updates will be added as needed.

Next Meeting – Friday, October 22, 2021

Motion to adjourn → seconded → meeting adjourned at 2:22 pm