

**Curriculum Advisory Board**  
**Wednesday, January 10, 2024**  
**1:30 pm**  
**CHEC 225**  
**Meeting Minutes**

**Voting Members Present**

April Adams, Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Andrea Fields, Anna Genneken, John "Rusty" Haggard, Audri Luebbers, Paul Manganelli, James Mergerson, Christine Millard, Syed Raza, Steven Rizzo, Rachna Sachdeva, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Jimmy Wallace, Helen Wang, Kaycee Washington, Marli White

**Voting Members Absent**

Gail Ellison (Proxy – John "Rusty" Haggard), Joan Hunsaker (Proxy – April Adams), Jeremy Prince, Heather Rawls (Proxy – Steven Rizzo)

**Non-Voting Members Present**

Ex-Officio Members: Daphne Babcock, Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Lupita Tinnen

Advisory Members: André Cameron, Wendy Gunderson, Mari Lopez

**Non-Voting Members Absent**

Ex-Officio Members: Jamie Mills, Donna Smith

Advisory Members: Sarah Monroe

**Others Present**

Jocelyn Alexander, Smriti Anand, Irene Bowen, Karen Stepherson

Chair Adrienne Caughfield called the meeting to order at 1:30 pm.

**New Curricular Proposals**

◆ **Biology – Irene Bowen**

○ Course Revisions

- BIOL 2420, *Microbiology for Non-Science Majors*
  - Change course title to *Microbiology for Allied Health Sciences*.
- BIOL 2421, *Microbiology for Science Majors*
  - Remove course from the core.

◆ **CAB Discussion:**

- Were there any changes to the Marketable Skills?
  - Yes, the Marketable Skills were revised.

◆ Motion to approve as presented → seconded → passed

◆ **Chemistry – Smriti Anand**

○ Course Revisions

- CHEM 2423, *Organic Chemistry I*
  - Remove course from the core.
- CHEM 2425, *Organic Chemistry II*
  - Remove course from the core.

◆ Motion to approve as presented → seconded → passed

## Expedited Proposals

### ◆ Dental Hygiene

- Course Revisions
  - DHYG 1227, *Preventative Dental Hygiene Care*
    - Revise State-mandated Student Learning Outcome.
  - DHYG 2201, *Dental Hygiene Care I*
    - Revise course description.
    - Revise State-mandated Student Learning Outcome.
  - DHYG 2231, *Dental Hygiene Care II*
    - Revise course description.
    - Revise State-mandated Student Learning Outcomes.
  - DHYG 2361, *Clinical II - Dental Hygienist*
    - Reduce contact hours from 288 to 224.
  - DHYG 2363, *Clinical III - Dental Hygienist*
    - Reduce contact hours from 288 to 224.

◆ Motion to approve as proposed → seconded → passed

### ◆ Emergency Medical Services Professions

- Course Revisions
  - EMSP 1338, *Introduction to Advanced Practice*
    - Revise State-mandated Student Learning Outcomes.
  - EMSP 1355, *Trauma Management*
    - Revise State-mandated Student Learning Outcomes.
  - EMSP 1356, *Patient Assessment and Airway Management*
    - Revise State-mandated Student Learning Outcomes.
  - EMSP 2305, *EMS Operations*
    - Revise State-mandated Student Learning Outcomes.
  - EMSP 2330, *Special Populations*
    - Revise course description.
    - Decrease lecture hours from 3 to 2.
    - Increase lab hours from 1 to 2.
  - EMSP 2534, *Medical Emergencies*
    - Revise State-mandated Student Learning Outcomes.
    - Increase lecture hours from 3 to 4.
    - Decrease lab hours from 4 to 3.

### ◆ CAB Discussion:

- Are the courses with the lecture and lab hour revisions identified?
  - That information is included in the proposal, but it doesn't look like it pulled into the Expedited Proposal Report. The Curriculum Office can update the report to confirm that EMSP 2330 and EMSP 2534 have revised lecture and lab hours.

◆ Motion to approve as proposed → seconded → passed

## Informational Report

### ◆ 2022 WECM Course Revisions

- Course titles, course descriptions, and student learning outcomes from courses in the *Active Credit Course Inventory* were updated to align with the 2022 course revisions in the *Workforce Education Course Manual*.

## Deans' Liaison Report

- ◆ There was no Deans' Liaison Report.

### **Faculty Council Report**

- ◆ There was no Faculty Council Report.

### **Prior Learning Assessment Report**

- ◆ There was no Prior Learning Assessment Report.

### **CAB Business/Discussion Items**

- ◆ Status of CAB Recommendations: All CAB recommendations from the December CAB meeting have been approved by leadership.
- ◆ December 1<sup>st</sup> Meeting Minutes
  - Motion to approve minutes → seconded → passed
- ◆ Extra Meeting: The second CAB meeting for January will be cancelled. Many of the proposals coming through the Curriculum Office at this time intend to meet the January 31<sup>st</sup> paperwork deadline for the February meeting, so they will not be ready to present by January 26<sup>th</sup>. However, we will need to have both February meetings due to the number of curriculum proposals currently under review. Proposers at the February meetings will have 10 minutes to present. The CAB members will be able to ask questions after the proposer has finished their presentation.

### **February Meetings**

- ◆ Friday, February 9<sup>th</sup> at 1:30 pm in CHEC 225
- ◆ Friday, February 23<sup>rd</sup> at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 1:51 pm