

**Curriculum Advisory Board**  
**Wednesday, January 11, 2023**  
**1:30 pm**  
**CHEC 107**  
**Meeting Minutes**

**Voting Members Present**

April Adams, Daniel Birdsong, Jillian DeShazo, Gail Ellison, Andrea Fields, Anna Genneken, John "Rusty" Haggard, Joan Hunsaker, Audri Luebbbers, Paul Manganelli, Camin Melton, James Mergerson, Christine Millard, Mark Popowski, Heather Rawls, Charles Ring, Steven Rizzo, Rachna Sachdeva, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Helen Wang

**Voting Members Absent**

Adrienne Caughfield, Jimmy Wallace, Kaycee Washington (Proxy – Mohammed Tahiro)

**Non-Voting Members Present**

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

Advisory Members: Wendy Gunderson, Mari Lopez, Sarah Monroe

**Non-Voting Members Absent**

Ex-Officio Members: Jamie Mills, Donna Smith

Advisory Members: none

**Others Present**

Susan Stancy Abraham, Tripat Baweja, David Malone, Katie Robinson, Karen Stepherson

Chair Charles Ring called the meeting to order at 1:30 pm.

**New Curricular Proposals**

◆ **Robotics and Automation Technology – Tripat Baweja**

- Revised Programs
  - Associate of Applied Science – Robotics and Automation Technology
    - \* Remove CETT 1445.
    - \* Add an ELECTIVE in the SECOND YEAR Second Semester.
      - CETT 1445 and ELMT 2480 are both elective options.
      - Add footnote.
    - \* Revise footnote for TECM 1343.
  - Certificate Level 1 – Robotics and Automation Technology
    - \* Revise footnote for TECM 1343.
  - Certificate Level 2 – Robotics and Automation Technology
    - \* Remove CETT 1445.
    - \* Add an ELECTIVE in the SECOND YEAR Second Semester.
      - CETT 1445 and ELMT 2480 are both elective options.
      - Add footnote.
    - \* Revise footnote for TECM 1343.
- New Course
  - ELMT 2480 (*Cooperative Education – Electromechanical Technology*)
- Course Revisions
  - ELMT 1301 (*Programmable Logic Controllers*)
    - \* Add CETT 1425 as a prerequisite.

- \* Update State-mandated Student Learning Outcomes.
  - ELMT 1305 (*Basic Fluid Power*)
    - \* Update prerequisite to read, “TECM 1343, or MATH 1316 or higher-level math”.
    - \* Update State-mandated Student Learning Outcomes.
  - ELMT 2339 (*Advanced Programmable Logic Controllers*)
    - \* Update State-mandated Student Learning Outcomes.
  - INTC 1357 (*AC/DC Motor Control*)
    - \* Update State-mandated Student Learning Outcomes.
  - INTC 2359 (*Distributed Control Systems*)
    - \* Update State-mandated Student Learning Outcomes.
- ◆ **CAB Discussion:**
- What was the main reason for needing to add a Cooperation Education course?
    - Our advisory board. They’re willing to offer us co-op opportunities, but we don’t have a provision in our program to allow students to go and get the hands-on experience in the last semester. Adding ELMT 2480 is the perfect opportunity to incorporate that hands-on training into our program.
  - Was CETT 1445 in the Assessment Plan?
    - Yes. It was there and we’re taking it out.
  - So instead, you’ll be assessing Prior Learning Outcome (PLO) #1 in INTC 1307?
    - Yes, in Instrumentation Test Equipment.
  - On the Curriculum Outline for the AAS and the level 1 certificate, the elective is marked as 96 contact hours, but for ELMT 2480, WECM shows a minimum contact hour requirement of 352.
    - [Per the Curriculum Office, the 96 contact hours represents the minimum contact hours of the two options, CETT 1445 and ELMT 2480. The Curriculum Office will add the hour range to the elective option for the Robotics and Automation Technology proposal on both the AAS and the level 1 certificate. Additionally, the hour range will be added whenever applicable to the Curriculum Outlines in future CAB proposals presented in February 2023 and forward.]
- ◆ Motion to approve with addition of hour ranges on curriculum outlines → second → passed
- ◆ **Electronic Engineering Technology – Susan Stancy Abraham**
- Revised Programs
    - Associate of Applied Science – Electronic Engineering Technology
      - \* Revise footnote for TECM 1343.
    - Certificate Level 1 – Electronic Engineering Technology
      - \* Remove INTC 1307, CETT 1457, CETT 2471, and EECT 2439.
      - \* Add RBTC 1405.
      - \* Decrease credit hours from 34 to 23.
      - \* Designate CETT 1445 as the new Capstone.
      - \* Revise footnote for TECM 1343.
  - New Award
    - Certificate Level 2 – Electronic Engineering Technology
  - Course Revisions
    - CETT 1307 (*Fundamentals of Electronics*)
      - \* Change corequisite to “Prerequisite/Concurrent Enrollment: TECM 1343, or MATH 1316 or higher-level math”.
    - CETT 1409 (*DC-AC Circuits*)
      - \* Revise prerequisite to “CETT 1307 and ENTC 1171; TECM 1343, or MATH 1316 or higher-level math”.

- INTC 1307 (*Instrumentation Test Equipment*)
  - \* Update State-mandated Student Learning Outcomes.
- RBTC 1405 (*Robotic Fundamentals*)
  - \* Update State-mandated Student Learning Outcomes.
- RNTC 2345 (*Robot Application, Set-up, and Testing*)
  - \* Update State-mandated Student Learning Outcomes.
- ◆ **CAB Discussion:**
  - For CETT 1409, is it possible to remove the prerequisite TECM 1343, because it's already an embedded prerequisite for CETT 1307?
    - No, not in this case. If we were requiring TECM 1343 only as a prerequisite to CETT 1409, then we could remove it, because it would be embedded in CETT 1307. However, with concurrent enrollment, a student can take CETT 1307 and TECM 1343 at the same time. Having both CETT 1307 and TECM 1343 listed as prerequisites for CETT 1409 is necessary in case a student taking these courses concurrently does not pass one or the other. By removing TECM 1343 as a prerequisite to CETT 1409, this may allow a student to register who does not have the math foundation needed to be successful in the course.
- ◆ Motion to approve as presented → second → passed

### **Expedited Proposals**

- ◆ Dental Hygiene – Course Revisions
  - DHYG 1219 (*Dental Materials*)
    - Revise Additional Collin Student Learning Outcomes.
  - DHYG 1304 (*Dental Radiology*)
    - Decrease weekly lab hours from 3 to 2.
    - Remove “consent of Associate Dean/Director”.
  - DHYG 2201 (*Dental Hygiene Care I*)
    - Remove “consent of Associate Dean/Director”.
  - DHYG 2361 (*Clinical II – Dental Hygienist*)
    - Remove “consent of Associate Dean/Director”.
- ◆ Motion to approve as proposed → second → passed

### **Informational Report**

- ◆ HVAC – Designate Capstone
  - Designate HART 2334 as the Capstone for the Level 2 Certificate.
- ◆ Automotive Technology – Course Description
  - Correct the course description for AUMT 2380.

### **Deans' Liaison Report – Lupita Tinnen**

- ◆ Report from December 14, 2022
  - The discussion regarding the substitute pay template is still ongoing, which included seeing if there's a way to complete this in Workday instead of doing it using paper forms, who would be doing it (the Associate Dean or the Administrative Assistant), etc.
  - There was discussion regarding consistency on course caps across the district. Some courses have caps for specific reasons, but some campuses may not know they exist and then classes are built that exceed those caps.
  - For iCollin:
    - Some adjuncts have been getting classes before a full-time faculty member has been offered the opportunity to teach an online overload. Through new processes, they will be ensuring that full-time faculty have their two overloads before it goes to adjuncts.

- The Deans have been working with iCollin Provost Sarah Lee regarding faculty scheduling for fall. Dr. Lee is requesting faculty needs be available by 2/1/23 when the iCollin class list is set, but the faculty needs will not be ready at that time. Best dates are still being determined in preparation for next semester.
- iCollin has relocated to the Collin Higher Education Center (CHEC) in Suite 146.
- There's language in the Faculty Load Manual that states faculty can teach up to 60% of their course load online, but this verbiage needs to be updated. Collin's face-to-face classes need to be filled first, then online. With so many changes to our online course offerings, they want to revisit what that verbiage should be. Right now, this is in the Provost's hands, so more information on that will be released soon.

### **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 not yet been reviewed by the ASSC (i.e. leadership). CAB recommendations will be presented to leadership on 1/13/23.
- ◆ Welcome New Member: Anna Genneken
- ◆ No Extra Meetings on 1/27/23 and 2/10/23
  - These will be cancelled in Outlook.
- ◆ December 9<sup>th</sup> Meeting Minutes
  - Motion to approve minutes → second → passed

### **Next Meeting**

- ◆ Friday, February 24<sup>th</sup> at 1:30 pm in CHEC 107

Motion to adjourn → second → meeting adjourned at 2:18 pm