Curriculum Advisory Board
Friday, February 9, 2024
1:30 pm
CHEC 225
Meeting Minutes

Voting Members Present
April Adams, Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Gail Ellison, Andrea Fields, Anna Genneken, John "Rusty" Haggard, Joan Hunsaker, Audri Luebbers, Paul Manganelli, James Mergerson, Christine Millard, Jeremy Prince, Heather Rawls, Syed Raza, Steven Rizzo, Rachna Sachdeva, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Jimmy Wallace, Helen Wang, Kaycee Washington

Voting Members Absent
Marli White (Proxy – John "Rusty" Haggard)

Non-Voting Members Present
Ex-Officio Members: Daphne Babcock, Candace Hamilton-Meserole, Lupita Tinnen
Advisory Members: André Cameron, Wendy Gunderson, Mari Lopez, Sarah Monroe

Non-Voting Members Absent
Ex-Officio Members: Gloria Hurtado-Diaz, Jamie Mills, Donna Smith
Advisory Members: none

Others Present
Jocelyn Alexander, Ann Butler, Patrick Evans, Kimberly Forcum, Bridgette Kirkpatrick, Robert McLeroy, Catherine Pfent, Luke Sides, Karen Stepherson, Gage Waggoner, Caryn Wilson

Chair Adrienne Caughfield called the meeting to order at 1:29 pm.

Expedited Proposals

♦ **Computer Science**
  o Revised Course
    ▪ COSC 2325, *Computer Organization*
      • Add 1 weekly lab hour.
      • Remove all Additional Collin Learning Outcomes.
♦ Motion to approve as proposed → seconded → passed

♦ **Emergency Medical Services Professions**
  o Revised Courses
    ▪ EMSP 1371 – *Introduction to Emergency Medical Technician (EMT)*
      • Remove corequisites, EMSP 1160 and EMSP 1501.
    ▪ EMSP 1501 – *Emergency Medical Technician*
      • Remove corequisite, EMSP 1160.
♦ Motion to approve as proposed → seconded → passed

♦ **Biology – Irene Bowen**
  o Revised Course
    ▪ BIOL 1414, *Biotechnology I*
      • Remove TSI requirements.
♦ Motion to approve as proposed → seconded → passed

New Curricular Proposals

♦ **Biotechnology – Bridgette Kirkpatrick**
   o Revised Awards
      ▪ Certificate Level 2 – Advanced Biotechnology
         • Add BITC 1250.
         • Increase award from 15 to 17 credit hours.
      ▪ Certificate Level 1 – Biotechnology
         • Add BITC 1250.
         • Increase award from 34 to 36 credit hours.
   o New Course
      ▪ BITC 1250, *Special Studies and Bioethical Issues of Biotechnology*
   o Revised Course
      ▪ BITC 1340, *Quality Assurance for the Biosciences*
         • Remove "BIOL 1415 or consent of Associate Dean/Director" as the prerequisite/concurrent enrollment requirement.
   o Terminated Courses
      ▪ BITC 1350, *Special Studies and Bioethical Issues of Biotechnology*
      ▪ BITC 2350, *Bioinformatics*
      ▪ BITC 2411, *Biotechnology Laboratory Instrumentation*
♦ **CAB Discussion:**
   o Curriculum Office: There will be a couple of things added post-CAB. The faculty credentials for Bridgette Kirkpatrick and Carole Twichell listed under *Academic Degrees and Courses Taught* on pg. 5 was added, but was somehow cleared when moving documents to PDF format. This will be corrected.
   o Curriculum Office: Additionally, only Irene Bowen is listed as the proposer on pg. 1 of the proposal. In the post-CAB document, Bridgette Kirkpatrick's name will also be added.
   o CAB member: Did you say BITC 1250 is the shortened version of BITC 1350?
      ▪ Proposer: Yes.
   o CAB member: Did you take out some topics? How different is it?
      ▪ Proposer: We will remove or (more than likely) shorten topics. In the past and for future sections, BITC 1250 will be taught as a case studies course in which the instructor will pick the most relevant case studies and then ask the advisory board which one they would most like us to cover. Actually, one topic we're adding is Cybersecurity, because it's something our advisory board would like us to cover not just in the hospital setting, but also in the industry and research setting.
      ▪ Curriculum Office: Even though the credit hours [for BITC 1250 and BITC 1350] in WECM are different, the mandated Student Learning Outcomes are the same.
   ♦ CAB member: Is there a typo with all the closed parentheses behind the course title?
      ▪ Curriculum Office: Yes. We can correct that post-CAB.
♦ Motion to approve with added proposer name, added faculty credentials for BITC 1250, and removal of parentheses typo → seconded → passed

♦ **Paralegal/Legal Assistant – Gage Waggoner**
   o Revised Awards
      ▪ Associate of Applied Science – Paralegal/Legal Assistant
         • Add LGLA 1359 to elective options.
      ▪ Certificate Level 2 – Paralegal General

- Add LGLA 1359 to elective options.
    - New Course
        - LGLA 1359, *Immigration Law*
    - Terminated Course
        - LGLA 1344, *Texas Civil Litigation*
- Motion to approve as proposed → seconded → passed

- **Veterinary Technology – Catherine Pfent**
    - Revised Award
        - Associate of Applied Science – Veterinary Technology
            - Remove Speech requirement.
            - Add Humanities/Fine Arts requirement.
            - Revise course sequencing.
            - Correct sequencing of semesters to include FIRST YEAR Third Semester.
    - Revised Courses
        - VTHT 2201, *Canine and Feline Clinical Management*
            - Add prerequisite.
        - VTHT 2205, *Equine Clinical Management*
            - Add prerequisite.
        - VTHT 2331, *Veterinary Clinical Pathology II*
            - Decrease lab hours from 3 to 2.
        - VTHT 2321, *Veterinary Parasitology*
            - Decrease lab hours from 3 to 2.
- **CAB Discussion:**
    - Can you show us the catalog program description?
        - Yes. [The catalog program description can be found on pg. 4-5 of the proposal form.]
- Motion to approve as proposed → seconded → passed

- **Real Estate Management – Robert McLeroy**
    - Revised Award
        - Associate of Applied Science – Real Estate Management
            - Remove ECON 1301 as a technical course.
                - Remove corresponding footnote.
            - Designate ECON 1301 as the recommended Social/Behavioral Sciences course.
            - Add second Real Estate ELECTIVE requirement.
                - Add RELE 1307, RELE 1315, and RELE 2331 as elective options.
            - Change Capstone to RELE 1321.
            - Remove RELE 1380 footnote from prior MRKG 2349 capstone.
            - Revise course sequencing.
    - New Courses (from current catalog)
        - RELE 1307, *Real Estate Investments*
        - RELE 1315, *Property Management*
        - RELE 2331, *Real Estate Brokerage*
    - Terminated Course
        - RELE 1380, *Cooperative Education – Real Estate*

- ♦ **CAB Discussion:**
  - o CAB member: Is there another core option for ENGL 1301?
    - ▪ Curriculum Office: No, ENGL 1301 is required in all associate degrees at Collin College.
- ♦ Motion to approve as proposed → seconded → passed

- ♦ **Metal Arts – Luke Sides/Lupita Tinnen**
  - o Program Closure
    - ▪ Award Deactivations
      - • Associate of Applied Science – Metal Arts
      - • Certificate Level 2 – Metal Arts
      - • Certificate Level 1 – Metal Casting
      - • Certificate Level 1 – Metal Sculpture
      - • Occupational Skills Award – Metalsmithing & Casting
    - ▪ Terminated Courses
      - • WLDG 1308, *Metal Sculpture*
      - • WLDG 1371, *Introduction to Metal Casting*
      - • WLDG 1401, *Metalsmithing*
      - • WLDG 1405, *Art Metals*
      - • WLDG 2440, *Advanced Metal Sculpture*
      - • WLDG 2441, *Power Hammer*
      - • WLDG 2471, *Advanced Metal Casting*
- ♦ **CAB Discussion:**
  - o CAB member: If even one student who has declared Metal Arts wants to continue pursuing the program, what happens?
    - o Curriculum Office: When a program is closed, the state officially gives the college three years to teach it out. In some cases, the program can be terminated quickly, but if there are still students in the program, a teach-out plan will need to be implemented to help those students successfully complete their intended awards. If a student chooses to continue, the instructor may need to teach classes at the Technical campus or find appropriate course substitutes to help them finish the program. The department may also overlay courses, meaning that students from similar courses may be taught in the same class together. For example, the proposal mentions that some of the Metal Arts courses were overlaid with Sculpture and Design II.
- ♦ Motion to approve as proposed → seconded → passed

- ♦ **Activity Care Professional – Andrea Fields**
  - o Program Closure
    - ▪ Award Deactivations
      - • Associate of Applied Science – Activity Care Professional
      - • Certificate Level 1 – Activity Care Professional
    - ▪ Deactivated Courses
      - • GERS 1160, *Clinical - Gerontology*
      - • GERS 1301, *Introduction to Gerontology*
      - • GERS 1304, *Activity Directing I*
      - • GERS 1307, *Activity Directing II*
      - • GERS 1343, *Psychology of Adult Development and Aging*

- GERS 2160, *Clinical - Gerontology*
- GERS 2161, *Clinical - Gerontology*
- GERS 2332, *Advanced Activity Director*

◆ **CAB Discussion:**
  o Curriculum Office: Can you explain the impact Medicare had on the decision to offer the program?
    ▪ Proposer: Primarily in long-term care facilities where people go and reside in a place that becomes their home, Medicare mandates that these individuals living in facilities have opportunities to flourish and live full lives. So, there are activity professionals in these facilities because of this mandate, but they are not required to hold any type of activity care certification to be in that position. It would be nice if they did require some type of certification. I definitely see the need to have individuals staffing these positions who have more formal education. There *are* people there doing the job, but it could be so much better.

◆ Motion to approve as proposed → seconded → passed

◆ **Early Childhood Educator – Ann Butler**
  o Revised Awards
    ▪ Associate of Applied Science – Early Childhood Educator
      - Revise course sequencing.
      - Clarify elective focus.
    ▪ Certificate Level 1 – Child Development Associate (CDA) Training
      - Add CDEC 1319 and CDEC 1321.
      - Remove TECA 1318 and TECA 1354.
      - Add "Training" to the title.
    ▪ Occupational Skills Award – Child Development Associate (CDA) Training
      - Add "Training" to the title.
    ▪ Occupational Skills Award – Special Educator (0-8 Years)
      - Add CDEC 1321.
      - Remove TECA 1354.
  o New Awards
    ▪ Certificate Level 2 – Early Childhood Educator (0-8 Years)
    ▪ Certificate Level 1 – Early Childhood Administrator
  o Award Deactivation
    ▪ Certificate Level 1 - Early Childhood Educator (0-8 Years)
  o Revised Courses
    ▪ CDEC 1358, *Creative Arts for Early Childhood*
      - Remove State-mandated Student Learning Outcome.
    ▪ CDEC 1359, *Children with Special Needs*
      - Update State-mandated Student Learning Outcome.
    ▪ CDEC 2328, *Administration of Programs for Children II*
      - Update State-mandated Student Learning Outcome.

◆ **CAB Discussion:**
  o Ex officio: For clarification, will any of the courses listed under the focus areas count towards the general elective options in Early Childhood Educator?
    ▪ Proposer: We'll still advise them to choose their courses within one focus area, especially if they want to earn a national credential like their CDA (Child Development Associate). However, if they're taking courses purely as electives and are not seeking a national credential, then we want them to have the option to select another elective to complete their degree.

- o CAB member: Is there any concern from advising regarding whether they should tell the students to take all courses from a specific focus area or not?
  - Curriculum Office: The department probably had more problems with advisors and students not understanding exactly what the department wanted, because there were students who were waiting for their last elective course just to graduate.
- ◆ Motion to approve as proposed → seconded → passed

- ◆ **Vocational Nursing – Kimberly Forcum**
  - o Revised Award
    - Certificate Level 2 – Vocational Nursing
      - Add VNSG 1304, VNSG 1360, VNSG 1500, VNSG 1502, VNSG 1509, VNSG 2413, and VNSG 2510
      - Remove VNSG 1262, VNSG 1270, VNSG 1271, VNSG 1570, VNSG 1571, VNSG 1577, VNSG 1578, and VNSG 1579.
      - Add BIOL 2404 as a Pre-Program Requirement.
        - o Add BIOL 2401 + BIOL 2402 as a substitution option.
      - Award will decrease from 46 to 45 credit hours.
  - o New Courses
    - VNSG 1304, *Foundations of Nursing*
    - VNSG 1360, *Clinical II – Licensed Practical/Vocational Nurse Training*
    - VNSG 1500, *Nursing in Health and Illness I*
    - VNSG 1502, *Applied Nursing Skills I*
    - VNSG 1509, *Nursing in Health and Illness II*
    - VNSG 2413, *Applied Nursing Skills II*
    - VNSG 2510, *Nursing in Health and Illness III*
  - o Revised Courses
    - VNSG 1205, *NCLEX-PN Review*
      - Revise prerequisites.
      - Add corequisite.
    - VNSG 1230, *Maternal – Neonatal Nursing*
      - Revise course description and State-mandated Learning Outcome.
      - Revise prerequisites.
      - Revise corequisites.
    - VNSG 1238, *Mental Illness*
      - Revise course description and State-mandated Learning Outcome.
      - Revise prerequisites.
      - Revise corequisites.
    - VNSG 1261, *Clinical I – Licensed Practical/Vocational Nurse Training*
      - Revise corequisites.
    - VNSG 2363, *Clinical III – Licensed Practical/Vocational Nurse Training*
      - Revise prerequisites.
      - Revise corequisites.
  - o Terminated Courses
    - VNSG 1262, *Clinical II – Licensed Practical/Vocational Nurse Training*
    - VNSG 1270, *Concept-Based Nursing Principles I*
    - VNSG 1271, *Concept-Based Nursing Principles II*
    - VNSG 1570, *Concept-Based Skills I*
    - VNSG 1571, *Concept-Based Skills II*
    - VNSG 1577, *Concept-Based Nursing Care I*

- VNSG 1578, *Concept-Based Nursing Care II*
- VNSG 1579, *Concept-Based Nursing Care III*

♦ **CAB Discussion:**
  o <u>Ex-officio</u>: Have you already spoken to Laura Isbell about the selected admissions process?
    - <u>Proposer</u>: Yes, we have communicated.

♦ Motion to approve as proposed → seconded → passed

♦ **Computer Networking – Patrick Evans**
  o Revised Awards (Infrastructure Track)
    - <u>Associate of Applied Science – Computer Networking – Infrastructure Track (Routing and Switching)</u>
      - Add ITCC 1330, ITMT 1358, and ITSY 1300.
      - Remove ITNW 1351, ITNW 1371, ITNW 2375, and ITSY 2300.
      - Remove ITMT elective option.
      - Revise course sequencing.
    - <u>Certificate Level 2 – Infrastructure Track – Infrastructure Administrator</u>
      - Add ITCC 1330, ITMT 1358, and ITSY 1300.
      - Remove ITCC 2330, ITCC 2335, ITNW 1351, ITNW 1354, ITNW 2375, ITSC 1316, ITSY 2300, and one ELECTIVE.
      - Revise course sequencing.
      - Designate ITCC 1330 as the new Capstone.
      - Remove note regarding the Enhanced Skills Certificate (ESC).
    - <u>Certificate Level 1 – Infrastructure Track – Infrastructure Technician (CCNA)</u>
      - Remove ITSC 1342.
    - <u>Occupational Skills Award – Entry-Level Network Support</u>
      - Make minor revisions to award notes.
  o Revised Awards (Integrated Systems Track)
    - <u>Associate of Applied Science – Computer Networking – Integrated Systems Track</u>
      - Add "Integrated" to track title.
      - Add ITCC 1330, ITCC 2320, and ITMT 1358.
      - Remove ITNW 1371, ITNW 2373, and ITSY 2300.
      - Remove elective option ITSC 2320.
      - Remove ITMT elective option.
      - Revise course sequencing.
    - <u>Certificate Level 2 – Integrated Systems Track – Systems Administrator</u>
      - Add "Integrated" to track title.
      - Add ITCC 2320 and ITMT 1358.
      - Remove ITNW 1371, ITNW 2373, ITNW 2375, ITSC 2325, ITSY 2300, and one ELECTIVE.
      - Revise course sequencing.
      - Establish verification of workplace competencies.
        o Cisco Certificated Network Administrator (CCNA)
      - Remove note regarding the Enhanced Skills Certificate (ESC).
    - <u>Certificate Level 1 – Integrated Systems Track – ~~Systems Technician~~ Network Automation</u>
      - Add "Integrated" to track title.
      - Change award title to "Network Automation".

- Add ITCC 1330.
- Remove ITCC 1314, ITCC 1344, ITNW 1309, ITNW 1354, and ITSY 1300.
- Revise course sequencing.
- Designate ITCC 1330 as the new Capstone.
  - Certificate Level 1 – Integrated Systems Track – ~~Software Technician~~ Windows Administrator
    - Add "Integrated" to track title.
    - Change award title to "Windows Administrator".
    - Add ITMT 1358.
    - Remove ITCC 1314, ITNW 1309, ITSC 1316, and ITSC 1342.
    - Revise course sequencing.
    - Designate ITNW 1354 as the new Capstone.
  - Enhanced Skills Certificate (ESC) – Networking Systems Professional (CCNP)
    - Make minor revisions to award notes.
- New Awards
  - Certificate Level 1 – Infrastructure Track – Datacenter Technician
- Award Deactivations
  - Infrastructure Track
    - Certificate Level 1 – Infrastructure Track – Wireless Infrastructure Technician
  - Integrated Technologies Track
    - Associate of Applied Science – Computer Networking – Integrated Networking Technologies Track
    - Certificate Level 2 – Integrated Networking Technologies Track – Integrated Networking Administrator
    - Certificate Level 1 – Integrated Networking Technologies Track – Integrated Networking Cloud Technician
    - Certificate Level 1 – Integrated Networking Technologies Track – Integrated Networking Virtualization and Storage Technician
  - Wireless Track
    - Associate of Applied Science – Computer Networking – Wireless Track
    - Certificate Level 1 – Wireless Track – Wireless Network Professional
- New Courses (not in current catalog)
  - ITCC 1330, *DEVNET Associate*
  - ITMT 1358, *Windows Client Operating System*
- Revised Course
  - ITNW 1309, *Fundamentals of Cloud Computing*
    - Revise State-mandated Learning Outcome.
- Course Terminations
  - ITMT 1371, *Configuring and Supporting Microsoft Windows 10 (MD-100)*
  - ITNW 1351, *Fundamentals of Wireless LANs*
  - ITNW 1378, *Wireless Network Administration*
  - ITNW 2371, *Wireless Network Security*
  - ITNW 2372, *Wireless Network Design*
  - ITNW 2373, *Information Storage Management*
  - ITNW 2374, *Emerging Wireless Technology*
  - ITNW 2376, *Advanced Topics in Computer Systems Networking and Collaborative Technologies*

- ♦ **CAB Discussion:**
  - o <u>CAB member</u>: What do the "IF and "IS" represent on the Stacked Credentials?
    - ▪ <u>Proposer</u>: Those are the two Computer Networking tracks: Infrastructure (IF) and Integrated Systems (IS).
  - ♦ <u>CAB member</u>: CCNA courses are all eight weeks. However, CCNA 2 is a prerequisite for CCNA 3. Is there going to be a problem if they're in the same semester?
    - o <u>Curriculum Office</u>: No, they'll be able to take CCNA 2 in the first eight weeks and CCNA 3 in the second eight weeks.
  - ♦ <u>CAB member</u>: Can they register for CCNA 3 at the same time as CCNA 2 even if the student doesn't meet the prerequisite requirement yet?
    - o <u>Curriculum Office</u>: I believe the department has it set up where they can check to see if the student passed CCNA 2 at the end of the first eight weeks. If not, then they're not eligible to move on to CCNA 3.
    - o <u>Ex officio</u>: Banner won't allow students to register for both courses in back-to-back eight-week sessions without a prerequisite override. However, with Workday, students will be able to register for CCNA 2 and CCNA 3 at the very beginning of the semester.
- ♦ Motion to approve as proposed → seconded → passed

Informational Report
- ♦ Fine Arts – ARTS 1303
  - o Correct Additional Collin Learning Outcome.
- ♦ Course Terminations
  - o Academic departments were contacted if active workforce courses in their inventory had not been actively used since prior to spring 2020. Courses were terminated if the respective academic department confirmed there were no plans in the foreseeable future to offer the course(s).
- ♦ Engineering – Civil; Mechanical
  - o Remove the Social/Behavioral Sciences as an alternative option to Creative Arts.
  - o Add "Language, Philosophy, and Culture" core component options to "Creative Arts".
- ♦ Nursing (RN)
  - o Change "Degree Prerequisites" header to "Pre-Program Requirements".
- ♦ AAS – Information Systems Cybersecurity; AAS – Software Development
  - o Add Fine Arts courses to the Humanities requirement, so students can take either an 040 or 050 core component course to satisfy this requirement.
- ♦ BAS – Construction Management
  - o Correct the "Fine Arts" verbiage to read "Creative Arts".
  - o List the Business Electives in alphanumeric order.
- ♦ BAT – Cybersecurity; BAT – Software Development
  - o Add "Language, Philosophy, and Culture" core component options to "Creative Arts" as students at the associate level may take one course from either core component.
  - o Add footnote to clarify that students must take one course from the 040 and the 050 core components to satisfy the core requirements for these areas.
  - o Revise "Collin options" verbiage to "Collin Options Area 2".
- ♦ Bachelor of Science in Nursing (BSN)
  - o Correct "Humanities/Fine Arts" verbiage to "Language, Philosophy, and Culture or Creative Arts".
  - o Add footnote to clarify that students must take one course from the 040 and the 050 core components to satisfy the core requirements for these areas.
  - o Remove footnote regarding 060 American History core component.

- ♦ Business FOS; Criminal Justice FOS
  - o Revise footnote to remove select transfer universities and add the link to the Texas Higher Education Coordinating Board's (THECB's) Directed Electives list. Updated awards include the:
    - ▪ Associate of Arts – Business FOS
    - ▪ Certificate – Business FOS
    - ▪ Associate of Arts – Criminal Justice FOS
    - ▪ Certificate – Criminal Justice FOS

Deans' Liaison Report – Lupita Tinnen
January 18, 2024

- ♦ Allison Venuto was a guest. She came to gather feedback about training and development topics that faculty and staff could benefit from. She can also meet with the deans individually. She is meeting with various groups to get information.

- ♦ Some ideas that were mentioned:
  - o Diving into our data sources and where to find certain things for staff and workforce faculty.
  - o Next level supervisor training above Leading for Excellence.
  - o Customer Service training.

- ♦ Dr. Hardesty visited to ask for a volunteer to lead the General Education Steering Committee and their program review. Meredith Wang volunteered. This will be a 3-4 year commitment.

- ♦ Nate Walker gave a short presentation about the Writing Center tutor compensation and salary review. There had been concerns about recruiting and retaining tutors. They revised job descriptions and were included in the market study they do every few years. FT tutor and Lead Tutor. Job descriptions were analyzed by an outside consultant.

- ♦ QEP (Quality Enhancement Program) Update by Bill Horstman:
  - o James Wicks is the lead for QEP. It can be found under My Workplace in CougarWeb. They are in the process of writing a draft and hope to have it completed by the end of the semester or summer. One thing on it is making the Learning Frameworks course more applicable to students falling under the Developmental Education (DE) level (i.e. students who are not TSI ready). James is having meetings with Learning Framework faculty. They are working on adapting the curriculum, which will be faculty-led. A question they are asking is to what degree do the Learning Frameworks SLOs need to change to make it better for the students who really need the course. This would not happen until the QEP implementation phase (2025-2030). They hope to roll out the revamped EDUC 1300 by Fall 2026 requiring it for a segment of DE students. By spring 2030, the hope is to require it for all students placing into a DE level.

- ♦ Senate Bill 8 Committee has an upcoming meeting. Currently auditing programs to see where we are at with completers. Discussion of general education classes in workforce programs and their effect on completers.

- ♦ Multi-Year Contract (MYC) Taskforce update. The committee sent their recommendations to Dr. Johnson for his review. Provosts were given an update but we are all waiting to hear about next steps.

♦ Provosts update: New guidance on Faculty Load assignments is up in CougarWeb. They will be reviewed regularly.

♦ Discussion about having deans send provost reports with faculty teaching above 24 WLU.

♦ New faculty requests, Dr. Johnson is meeting with Dr. Matkin and we can figure out where we are going.

♦ Committee being formed to draft a statement to be sent to faculty when an administrator enters their Canvas course.

♦ Standard Schedule Grid. Wendy was looking through for Workday purposes for standard courses. Historical data needed to be added into Workday. She will send us a copy of what she found. It's important to follow standard start times.

♦ Multiple Academic Appointments with discipline clusters is still a work in progress. If they can be credentialed for one, they can be credentialed for others. She will send an email invite. They will investigate whether there are overlapped disciplines. It was recommended to add some associate deans or directors to the committee.

♦ Staffing practices. From the last AD/D meeting. Have a talk with your direct reports on how they are approaching staffing. There is a need to encourage hiring even for 1 class.

♦ Calculating minutes on Hybrid classes – Since we no longer have percentages on how much online and how much face-to-face. More than half needs to be onsite. We will be using the same ending time instead of adding an extra 5 minutes. T 1:00-2:15 pm.

♦ iCollin summer and fall requests. Upcoming due dates for summer staffing. January 22nd is the due date. The timeline is tight, so we need to make sure all full-timers who want to be at 12 hours for summer are there before Feb. 12th. They are inviting Feb. 12th the initial invites to adjuncts go out.

♦ Fall scheduling. Preferences will need to be added by Feb. 12th. All FT staffing for iCollin courses will be completed before spring break.

Faculty Council Report – Anna Genneken
January 19, 2024
♦ Kimberly Harris has started sabbatical, so Rebecca Orr is President of Faculty Council for this semester.
♦ President's Report
  o Discussed who should act as faculty peer on Appeal Review Board for grievances; suggested Faculty Council Executive Board.
  o Email FC@collin.edu for any incidents where policy is not being followed by administrators, especially in the areas of class assignment scheduling and search committee formation/administration (policies went out in last newsletter).
♦ Task Forces
  o Gradebook presented survey results with about even split on question of whether Canvas gradebook should be mandatory. Without clearer parameters of what the administration is proposing, the task force has only vague suggestions about what might be needed for a higher gradebook participation from faculty.

- o Dual Credit also presented some of the survey results which were much more positive than originally expected. They identified some possible problem areas that could make dual credit more appealing to faculty should those areas be addressed.
- o Student Evaluation worked up four criteria for any evaluative questions for those end-of-course evaluations including:

  - Questions must be something that students are equipped to answer
  - Questions should be void of biases
  - Questions should be applicable to any type/modality of course
  - Questions should be in language that all students can understand

Prior Learning Assessment Report
- ♦ There was no Prior Learning Assessment Report.

CAB Business/Discussion Items
- ♦ <u>Status of CAB Recommendations</u>: All CAB recommendations from the January CAB meeting have been approved by leadership.
- ♦ <u>January 10th Meeting Minutes</u>
  - o Motion to approve minutes → seconded → passed

Next Meeting
- ♦ Friday, February 23rd at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 3:32 pm