

Curriculum Advisory Board
Friday, March 22, 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, Tristin Tiner, Helen Wang, Kaycee Washington, Marli White

Voting Members Absent

Karina Taylor (Proxy – Mohammed Tahiro), Jimmy Wallace

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, Sarah Monroe

Non-Voting Members Absent

Ex-Officio Members: Jamie Mills, Donna Smith

Advisory Members: none

Others Present

Jocelyn Alexander, Karen Stepherson

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

New Curricular Proposals

- ◆ There were no new curricular proposals.

Expedited Proposals

- ◆ There were no expedited proposals.

Informational Report

- ◆ There was no Informational Report.

Deans' Liaison Report – Lupita Tinnen

March 22, 2024

- ◆ Programmer Analyst Leanne Eaton visited to speak about Instructor Eligibility in Workday. She asked that deans look up by instructor and enter all their limitations. She sent a spreadsheet to work from, which must be completed before faculty can be assigned.
- ◆ The Associate Dean of Title IX Compliance, Amy Throop, visited to speak about Pregnant and Parenting Students' Rights
 - The proposed federal regulations should come out later this year. It will be more prescriptive for our college and the gray areas will be taken out. In the interim, the state decided we need to start supporting these students better before the new regulations come out. There are state laws that were signed, House Bill 1361, designate a liaison. That is Amy Throop at our college. Senate Bill 459 requires early registration for parenting students. We decided as an institution that pregnant students will also be able to register

early. These students are eligible to register on the first day of priority registration. The dates will be announced moving forward on the registration webpage. They will be able to get assistance with a Parenting and Pregnancy Day for this. Early registration days for our veteran students. Priority registration, and then open for everyone. We will not have separate early registration days. Senate Bill 412 requires us to provide accommodations (reasonable modification) to the pregnancy and parenting students. It requires us to provide them a leave of absence, excused absences, make-up work, make-up tests, etc. Students need to self-identify and go through Amy Throop's office. A task force was established, and they are working on developing best practices and a faculty guide to provide for faculty. The task force has deans, associate deans, faculty, staff from across the district, including online representatives. There will be some training during faculty development. Amy will be visiting division meetings. There will be online training for adjuncts who cannot attend. By fall semester, the faculty guide will be available. They are working on ways to get all the relevant information to faculty and are looking at accreditation requirements for programs, requirements for clinicals, and hands-on workforce courses. They are reviewing how many classes can be missed, etc. They are looking at academic requirements and whether the leave of absences would be a fundamental alteration to the course. Anything that would make a substantial change to the course or be a financial burden to the college. We can't use this for every course. This must be on a case-by-case basis for each course to determine if the changes will affect to the point of impacting our accreditation. They are also developing an appeals process for both students and faculty. If a student is not approved for a modification that they requested, they can appeal. Faculty will also have appeal rights. The reason that faculty will have appeal rights is due to the fundamental alteration to their course. There will be a committee that will consider the appeals.

- ◆ Adjunct Faculty Scheduling Guidelines
 - Executive Dean Garry Evans shared the new adjunct faculty load guidelines document that is being revised. This is the process for staffing adjuncts and their workload limitations. The intention is to not overload adjunct faculty unless absolutely necessary.
- ◆ Full-Time (FT) Faculty District Hiring Rubrics
 - Garry discussed the FT faculty district hiring rubrics. For now, we will be using custom rubrics for each area that is hiring, but for the future, we will be working on a district rubric to be used by every hiring committee. However, there will be an opportunity to add custom areas. Dr. Johnson is working with Faculty Council to get one finalized.
- ◆ Provost Updates
 - Summer staffing for online. iCollin has not staffed their FT to 15 hours. Once they do that, they will get any extra classes.
 - Standard operating procedures for faculty absences. The draft will be sent to Dr. Johnson by next Wednesday. We will be following this document moving forward once approved. There will be a standard email address that will go to several people from multiple campuses so someone will be able to see it and act on it. This is especially for adjunct faculty who teach at multiple campuses.
 - Compensation Guidelines on HR's website. Draft for recommendation to replace pages 19-21 in the handbook. Dr. Matkin asked that Faculty Council (FC) work on a fair process for overload procedures due to SACSCOC accreditation standards. A group from Faculty Council members started working on a document. They researched other colleges and drafted recommended language. Dr. Johnson brought it to the provosts and they went through the document line by line. A working group came together to work on it. It is near completion and will be finalized by next week.
 - There was an update on faculty transfers. All faculty who will be transferring have been notified. The faculty who were not selected will be notified this afternoon.

- Dr. Hardesty is working on a procedure for accommodating students on military service. He shared a copy of the board policy with the provosts. FC Legal a section about excused absences, religious days and military service.
- iCollin Campus Provost Sarah Lee shared a list of College Service committees document and asked deans to add any committees in which faculty are involved that are not on the current Council on Excellence (COE) list. There were concerns that the College Service list is not fully inclusive.
- ◆ Dean of Academic Services Wendy Gunderson gave us an update about 11 open positions on the Core Objectives Assessment Team (COAT). She will be sending an email with a list for which divisions are losing a representative. She is looking at which divisions have low or no representation. CAB has very few open positions coming up, but she wants to ensure every campus and division is represented. Mari Lopez, Curriculum Specialist, is leaving the Curriculum Office. She will now be working in the Communications department, so the Curriculum Office will be down to two people plus Wendy.

Faculty Council Report

- ◆ There was no Faculty Council Report.

Prior Learning Assessment Report

- ◆ There was no Prior Learning Assessment Report.

CAB Business/Discussion Items

- ◆ Curriculum Discussion Items
 - **(19:16 – 50:40) Formal Proposal Maximum:** During each catalog year, a disproportionate number of formal proposals are submitted by the final deadline of January 31st, which does not allow sufficient time to process and review proposals. This year, 22 formal proposals were submitted to CAB by the January 31st deadline, which impacts the ability of the Curriculum Office, the CAB, and leadership to review all proposals thoroughly and in their entirety. As a result, curriculum proposals sometimes have to be submitted later in the same catalog year or in the next year to correct issues that initially went unnoticed. The following are key points from the discussion where CAB members were asked to provide feedback on what would be considered a manageable number of formal proposals to review. The following did not require an official CAB vote and will not need to be officially added to the CAB Operational Guidelines and Procedures, but the result of this discussion will be taken to leadership for their input and consideration.
 - A total of five (5) would be the maximum number of formal proposals that each member could reasonably review given a week's time.
 - A proposal for a brand-new program would count as two (2) of the five proposal slots. For example: new program (2) + new program (2) + existing program (1) = (5) formal proposal maximum.
 - No more than two (2) new program proposals should be on the agenda for any given CAB meeting.
 - A new program proposal must be submitted far in advance of the final December deadline to allow for timely review by entities including the Texas Higher Education Coordinating Board, SACSCOC, etc.
 - In the event that there are too many proposals, a sixth could be added to accommodate a formal proposal that is determined to be strategically important to the college by leadership.
 - The Curriculum Office will still try to work with departments that come in with curriculum changes after the proposal maximum has been met, but there is the risk that those proposals will need to be restructured or delayed to the next catalog year.

- The final deadline for the submission of curriculum changes will be moved from January 31st to before the end of the fall semester. This earlier date will allow the Curriculum Office more time to process last-minute proposals and to better allow the CAB to utilize the additional January and February meetings.
 - Curriculum revisions for the next catalog year should ideally be submitted to Student Information Systems (SIS) by March 31st to allow sufficient time to add the revisions to Banner/Workday before fall registration begins.
 - Technically, the deadline to have revisions sent out by the Curriculum Office is April 1st, but having a heavier proposal load in February delays the processing of these revisions after leadership approval. Additionally, other challenges impact the office’s ability to have all revisions ready including pending approvals from outside entities, untimely revisions to courses found within the Workforce Education Course Manual (WECM) and the Academic Course Guide Manual (ACGM).
 - There would be no maximum for expedited proposals and informational items.
 - **(54:00 – 1:12:16)** CAB Focus Areas: Under CAB Chair Kathy Fant in September 2021, CAB discussed assigning focus areas for CAB members. Although members would still have the option to review any part of the proposal, each member would select one focus area (rationale, transferability, prerequisites, etc.) to review in more detail, thus becoming “experts” in their area.
 - Collectively, the CAB decided not to utilize Focus Areas based on the following concerns:
 - Relevant and important discussion would move into groups outside of CAB meetings when all CAB members would benefit from listening to the discussion, or
 - Redundancy would be created if the same concerns were brought up both in the Focus Area groups and at the regular CAB meeting.
 - There would be challenges with coordinating the collaboration of Focus Area groups outside of official CAB meetings.
 - Becoming an “expert” in an area is not feasible through repeated exposure alone. Providing training on curriculum topics to CAB members would also be necessary.
 - Additionally, training that is provided to the CAB members in a certain focus area could still be a beneficial resource to members in all areas.
 - Instead of Focus Areas, the following alternatives were recommended.
 - Training in select curriculum areas led by a representative from the Curriculum Office would be a more suitable approach to enable CAB members to review future proposals in more depth.
 - Training would be most effective if offered throughout the year, not just at the yearly training in August. It would focus on a select topic and would be provided at the beginning of a scheduled CAB meeting that does not have any proposals on the agenda.
 - CAB members recommended expanding the resources provided to proposers by the Curriculum Office to help proactively address processing delays as some may be due to the confusion around the curriculum proposal process as a whole. Ideas included:
 - Provide a copy of a similar proposal passed by the CAB to give the proposer an idea of what their documents should look like.
 - Offer the option (or require) the proposer to speak with a representative from the Curriculum Office via a video conference, or over the phone, prior to beginning the proposal process.
- ◆ Status of CAB Recommendations: All CAB recommendations from the February 23rd CAB meeting have been approved by leadership.

- ◆ February 23rd Meeting Minutes
 - Motion to approve minutes → seconded → passed

Next Meeting

- ◆ Friday, April 19th at 1:30 pm in CHEC 107

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