

Curriculum Advisory Board
Friday, April 19, 2024
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 Luebbers, Paul Manganelli, James Mergerson, Christine Millard, Jeremy Prince, Heather Rawls, Syed Raza, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Jimmy Wallace, Helen Wang, Kaycee Washington, Marli White

Voting Members Absent

Adrienne Caughfield (Proxy – Jillian DeShazo), Steven Rizzo (Proxy – Heather Rawls), Rachna Sachdeva (Proxy – Andrea Fields)

Non-Voting Members Present

Ex-Officio Members: Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Donna Smith, Lupita Tinnen
Advisory Members: André Cameron, Wendy Gunderson

Non-Voting Members Absent

Ex-Officio Members: Daphne Babcock, Jamie Mills
Advisory Members: Sarah Monroe

Others Present

Jocelyn Alexander, Nicole Green, David Malone, Araceli Solis, Karen Stepherson

Chair-Elect Jillian DeShazo called the meeting to order at 1:30 pm.

New Curricular Proposals

- **CE Medical Massage – Araceli Solis, Nicole Green**
 - Revised Awards
 - CE Certificate Level 1 – Medical Massage Therapy
 - Remove MSSG 1012.
 - Reduce program duration from 30 weeks to 28 weeks.
 - Reduce contact hours from 610 to 560.
 - Revised Courses
 - MSSG 1005, *Hydrotherapy/Therapeutic Modalities*
 - Update course fee.
 - MSSG 1007, *Business Practices & Professional Ethics*
 - Update course fee.
 - MSSG 1009, *Health and Hygiene*
 - Update course fee.
 - MSSG 1011, *Massage Therapy Fundamentals I*
 - Update course fee.
 - MSSG 1013, *Anatomy & Physiology for Massage*
 - Update course fee.
 - Increase course length from 3.25 to 3.75 weeks.
 - MSSG 2011, *Massage Therapy Fundamentals II*
 - Update course fee.

- MSSG 2013, *Kinesiology for Massage*
 - Update course fee.
 - MSSG 2014, *Pathology for Massage*
 - Update course fee.
 - MSSG 2086, *Internship - Massage Therapy/Therapeutic Massage*
 - Update course fee.
 - Add additional prerequisites.
 - Decrease course contact hours from 100 to 50.
 - Remove externship hours.
 - Decrease course length from 2.75 to 2.5 weeks.
 - Terminated Courses
 - MSSG 1012, *Reflexology*
- **CAB Discussion:**
 - What type of license are instructors required to have: the school license or the instructor license?
 - The school license, and instructors should already have their license when they apply for the position here.
 - You mentioned massage therapy cannot have an externship, so everything has to be on campus as an internship. Was that a recent change? When reviewing the TDLR (Texas Department of Licensing and Regulation) requirements during the previous year, this wasn't there.
 - There were changes with the language and the new laws became effective in 2023, so yes, this is new.
 - Where is the cost listed?
 - It can be found on the curriculum outline.
 - With the increase in course fees, what does the base salary for a medical massage therapist in their first year look like in relation to program cost? We would like to reduce the student debt ratio and are looking at gainful employment among completers. Is \$9500 over 28 weeks feasible for students to earn back while newly employed?
 - Employment is excellent, so they would definitely be able to earn it back. The only concern we have is that this is a Continuing Education (CE) program and it does not qualify for federal funding. However, the cost to pursue this kind of program at larger institutions such as Parker University and Tarrant County College is higher at about \$13,000, so we are in the competitive range with the for-profit schools and the state schools.
 - Additionally, with CE, the Board has approved ranges for different areas on what their fees can be and this still falls within the range for Health Sciences.
 - Would students be eligible for the \$1500 grant through TASFA (Texas Application for State Financial Aid)?
 - Yes.
 - Can students get a loan for this program?
 - No, CE programs are not eligible for federal financial aid, so they cannot get a federal loan, but they could be eligible for the grant through TASFA.
 - There are also some discussions about apprenticeship programs with the Grants Management Office, so hopefully CE can play a role in that, too.
 - What about scholarships?
 - No, we are not aware of any scholarships available for Continuing Education.
 - How do you calculate the various course lengths (1.4 weeks, 6.3 weeks, etc.)?
 - It is calculated by the number of hours the student completes per week.
- Motion to approve as presented → seconded → passed

- **Health Professions – Juli Westcott**
 - Revised Awards (Certified Nurse Aide Track)
 - Associate of Applied Science – Health Professions – Certified Nurse Aide (CNA) Track
 - Remove HPRS 2232.
 - Add HPRS 1102.
 - Change NURA 1301 to NURA 1401.
 - Certificate Level 1 – Health Professions – Certified Nurse Aide Track
 - Change NURA 1301 to NURA 1401.
 - Increase award from 18 to 19 credit hours.
 - Revised Awards (Patient Care Technician Track)
 - Associate of Applied Science – Health Professions – Patient Care Technician (PCT) Track
 - Remove HPRS 2232.
 - Add HPRS 1102.
 - Change NURA 1301 to NURA 1401.
 - Certificate Level 1 – Health Professions – Patient Care Technician (PCT) Track
 - Change NURA 1301 to NURA 1401.
 - Increase award from 30 to 31 credit hours.
 - New Awards
 - ICLC – Health Professions – Certified Nurse Aide (CNA) Track
 - ICLC – Health Professions – Electrocardiograph Technician (EKG) Track
 - ICLC – Health Professions – Emergency Medical Technician (EMT) Track
 - ICLC – Health Professions – Patient Care Technician (PCT) Track
 - ICLC – Health Professions – Phlebotomy Technician (PHLEB) Track
 - Terminated Awards
 - OSA – Health Professions – Certified Nurse Aide (CNA) Track
 - OSA – Health Professions – Electrocardiograph Technician (EKG) Track
 - OSA – Health Professions – Emergency Medical Technician (EMT) Track
 - OSA – Health Professions – Patient Care Technician (PCT) Track
 - OSA – Health Professions – Phlebotomy Technician (PHLEB) Track
 - Revised Courses
 - NUPC 1160, *Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide*
 - Revised prerequisite requirement.
 - NUPC 1320, *Patient Care Technician/Assistant*
 - Revised prerequisite requirement.
 - New Courses (*not in current catalog*)
 - NURA 1401, *Nurse Aide for Health Care*
 - replacing NURA 1301
 - Terminated Courses
 - NURA 1301, *Nurse Aide for Health Care*
 - replaced by NURA 1401
- **CAB Discussion:**
 - To confirm, are we ending each OSA and bringing in a new ICLC for each track?
 - Correct.
 - What is an ICLC?
 - It is new from House Bill 8. ICLC stands for Institutional Credential Leading to Licensure or Certification. It includes courses that prepare a student to take an exam for licensure. OSAs and ICLCs can both be done on the credit side and the CE side. ICLCs are worth more funding than OSAs. Additionally, ICLCs can be as low as 80 contact hours (or 5 semester credit hours), and it must be in a high-

demand field. All of [the tracks within Health Professions] are within high-demand fields.

- So, the program will still have the five tracks that each have a certificate and an AAS. It's just that we're adding the ICLCs, correct?
 - Yes, because we will have more completers under the ICLCs than we ever did with the OSAs.
 - [Offering both the OSAs and the ICLCs for each track] is not beneficial for the college, because it doesn't improve our opportunities for state funding. It's also not beneficial for students to have an OSA beyond their ICLC and their industry certification(s).
- Are there any changes for level 1 certificates?
 - The only change is replacing NURA 1301 with NURA 1401, which will increase the total credit hours by 1 for each certificate in the CNA and PCT tracks.
- For ICLCs, are students TSI-exempt?
 - Yes. There is a TSI exemption for ICLCs, OSAs, and level 1 certificates.
- On the AAS outlines, do the change in contact hours need to be highlighted in blue in FIRST YEAR Second Semester?
 - Yes, thank you.
- Does this impact the CE options?
 - Curriculum Office: We don't know if there's a complete CE version of CNA. Students can take the courses [on the CE side]. There isn't an OSA option for CE, but there shouldn't be an issue if students want to take the classes. If the courses are linked, the department will need to come through the PLA Review Board to update NURA 1301 with NURA 1401.
- Motion to approve with revisions to AAS outlines → seconded → passed

Expedited Proposals

- ◆ There were no Expedited Proposals.

Informational Report

- ◆ Welding Technology
 - WLDG 1428, *Introduction to Shielded Metal Arc Welding (SMAW)*
 - Revise State-mandated Learning Outcome.
- ◆ Bachelor of Science in Nursing (BSN)
 - Replace NURS 4365 with NURS 4359.
- ◆ CE Professional Truck Driving (CDL)
 - The existing CDL program will now be an ICLC.
 - CVOP 1013, *Professional Truck Driver I*
 - Remove the corequisite.
 - CVOP 1040, *Professional Truck Driver II*
 - Change the corequisite to prerequisite/concurrent enrollment.
 - Revise State-mandated Learning Outcome.

Deans' Liaison Report – Lupita Tinnen

April 18, 2024

CAB Update

Wendy Gunderson updated the group on the new CAB deadlines and passed out a chart. The deadline was previously January 31st for the two February meetings, but it will now be December 13th before faculty leave for Winter Break. Faculty will need to be available in January for feedback and to make any

changes before the proposals officially go to the CAB. If there are new programs, the request needs to be submitted at least nine months in advance to prepare for all the approvals including SACSCOC.

Adjunct Faculty Supervision

In Workday, every associate dean and director have their primary adjuncts, but they also have hundreds of adjuncts under them as their secondary supervisor. In the summer, the class visit form will be piloted as paperless. It mimics what is currently on paper, but will have drop down menus and boxes for comments. Every associate dean will do at least one class visit during this pilot.

District Discipline Dean (DDD) Distribution

Deans will need to add this as a May or June agenda item to look at each year. If anyone will have a change in discipline leads, they will need to let the Curriculum Office know, so the new Discipline Lead (DL) can be invited to the DL meetings at 2:30 pm and 4:00 pm on Friday. DDDs need to ensure their nominations for a new DL went out. Garry Evans will put together a survey to ask how much time DLs are spending on the DL duties.

Math Tutor Position

There was discussion on math tutor positions without a teaching component. The Celina campus needs a tutor, not an instructor, but they don't currently have this position for a FT Math Tutor. Students are having to pay for private tutoring rather than driving to another campus. There are current conversations regarding aligning positions between Writing Center Tutors and Math Tutors.

iCollin Discussion

iCollin requested deans ask their associate deans and directors to review their schedules and make sure things are correct since there was data lost last week. Moving to Workday, iCollin is not able to hide sections (including late start sections). They thought they could zero out a section instead. There is uncertainty on who sees the course and there were some issues with the bookstore. So, that method will not be used.

Provost Updates

The CO-AID (Collin Organization for Artificial Intelligence Development) subcommittee is looking at AI. The committee is currently looking for example assignments for AI-Assisted and AI-Resistant that can be collected for a repository. The deadline for the first round is April 26th to get it started, but there will be more calls for examples later.

An instructional office email is being developed for faculty absence reporting. The distribution lists are being worked on. If faculty are teaching on multiple campuses, they will need to email the instructional office at the campus at which they are teaching (not their primary campus) and their supervisor.

Course Permits

Workday cannot generate permits. It has to be generated at the catalog level, not at the section level. In Banner, it was controlled at the section level. In Workday, it is now called a token. If there are programs with limited admission or one that needs consent of an Associate Dean/Director, it would need to be applied to all sections through a token.

Faculty Council Report – Anna Genneken

April 5, 2024

- Guest Speaker – Dr. Neil Matkin
 - Asserted his goal of true representation in shared governance
 - Generalized request for help in the following areas
 - Tiered rank system for faculty
 - Multi-Year Contract (MYC) process modifications
 - Defining shared governance
 - Defining academic freedom
 - Standard Operating Procedures (SOPs) for Associate Deans for consistency across campuses
 - Establishing clear HR hiring processes
 - Establishing an upward evaluation process
 - He also announced that Abe Johnson was going to be appointed as the executive sponsor to support Faculty Council.
- President’s Report
 - The Dean of Students (DOS) suggested procedure statement from Faculty Council was approved by the Academic Governance and Strategic (AGS) Planning Council and will be going to the April Board meeting for approval. A “0” will be added as a placeholder grade in DOS plagiarism cases.
 - Grades will never be due during Collin closure again (Spring Break for first 8-week express course in Spring 2024). For anyone who submitted grades on the Monday of Spring Break, an extra personal day will be provided.
- Standing Committee Reports
 - Procedures and Nominations
 - The discussion on recommendations on Faculty Council attendance requirements was tabled until the next meeting.
 - Resources and Renumeration
 - Course caps will be established by discipline dean and discipline faculty to meet student and institutional goals/needs.

Prior Learning Assessment Report – Donna Smith

The PLA Review Board met on April 12th. There were no formal proposals.

Additional Note: An Informational Item for Health Professions was submitted and the following note was included regarding the credit hour change for NURA 1301:

At this time, Health Professions plans to submit a curriculum proposal to the Curriculum Advisory Board (CAB). If approved by the CAB and leadership, NURA 1301 will change to NURA 1401. This PLA opportunity can be applied to either course number.

CAB Business/Discussion Items

- ◆ Status of CAB Recommendations: There are no updates on the status of CAB recommendations, because there were no proposals at the March CAB meeting. However, CAB deadlines and the formal proposal maximum were discussed.
 - For the January and February CAB meetings, the deadline to submit documentation to the Curriculum Office is December 13th.
 - Leadership also supported the formal proposal maximum of five proposals with the caveat that a sixth proposal could be added in case of an emergency.

- ◆ March 22nd Meeting Minutes
 - Motion to approve minutes → seconded → passed

Next Meeting

- ◆ Friday, May 3rd at 1:30 pm in CHEC 107 (*moved to Zoom*)

Motion to adjourn → seconded → meeting adjourned at 2:17 pm