Curriculum Advisory Board
Friday, September 23, 2022
1:30 pm
CHEC 107
Meeting Minutes

Voting Members Present
Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Gail Ellison, Chad Essary, Andrea Fields, John "Rusty" Haggard, Joan Hunsaker, Paul Manganelli, Camin Melton, James Mergerson, Christine Millard, Mark Popowski, Charles Ring, Rachna Sachdeva, Mohammed Tahiro, Tristin Tiner, Jimmy Wallace, Helen Wang, Kaycee Washington

Voting Members Absent
April Adams, Melinda McBee (Proxy – Jillian DeShazo), Heather Rawls (Proxy – Joan Hunsaker), Steven Rizzo, Karina Taylor

Non-Voting Members Present
Ex-Officio Members: Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Lupita Tinnen
Advisory Members: Wendy Gunderson, Mari Lopez, Sarah Monroe

Non-Voting Members Absent
Ex-Officio: Daphne Babcock, Jamie Mills
Advisory Members: none

Others Present
Cydney Albert, Megan Chambers, David Malone, Meredith Wang

The meeting was called to order at 1:40 pm.

New Curricular Proposals
- ♦ **Insurance Management – Cydney Albert**
  - Revised Programs
    - <u>Associate of Applied Science – Insurance Management – Industry Track</u>
      - The AAS tracks will no longer be offered, so this program will now read:
        - Associate of Applied Science – Insurance Management
      - INSR 1355 is the new capstone.
      - Removed courses (<u>not</u> terminated)
        - ACCT 2301 (*Principles of Financial Accounting*)
        - BMGT 1341 (*Business Ethics*)
        - INSR 1391 (*Special Topics in Insurance*)
        - INSR 2311 (*Worker's Compensation and Medical Aspects of Claims*)
      - Added courses
        - BMGT 2303 (*Problem Solving and Decision Making*)
        - INSR 1353 (*Insurance Operations*)
        - INSR 2340 (*Multiline Insurance Sales and Marketing*)
        - MRKG 2333 (*Principles of Selling*)
      - Added core options for *Mathematics.*
        - MATH 1342 is recommended, but not required.
      - Added core options for *Speech*.
      - Added core options for *Social/Behavioral Sciences*.

- Certificate Level 1 – Insurance Industry
  - INSR 1345 is the new capstone.
  - BUSG 2380 will be an allowable substitution for BMGT 2303.
  - Removed courses (not terminated)
    - INSR 2311 (*Worker's Compensation and Medical Aspects of Claims*)
    - INSR 1351 (*Essentials of Risk Management*)
    - INSR 2319 (*Liability Claims Adjusting*)
  - Added course
    - BUSI 1307 (*Personal Finance*)

- Award Deactivation
  - Associate of Applied Science – Insurance Management – Sales & Agency
  - Certificate Level 2 – Insurance Industry
  - Certificate Level 1 – Sales & Agency
- Course Revisions
  - BUSG 2380 (*Cooperative Education - Business/Commerce, General*)
    - Prerequisite requirement updated.
  - INSR 1345 (*Commercial Liability Risk Management*)
    - Prerequisite requirement updated.
  - INSR 1374 (*Personal Lines Insurance Underwriting*)
    - Prerequisite requirement updated.
  - INSR 1391 (*Special Topics in Insurance: Topics in Insurance Management*)
    - Prerequisite requirement updated.
  - INSR 2340 (*Multiline Insurance Sales & Marketing*)
    - Prerequisite requirement updated.

♦ **CAB Discussion**

- You mentioned intrusive advising. Is the department going to be taking that on in order to make sure students are moving successfully through the program or is that going to be outsourced?
  - We have a Workforce Program Coach that's assigned to our division who is responsible for working with us on this. We have specific procedures and protocols by which he tracks all the students individually through the program. He communicates with them regarding what they need to enroll in, and that occurs both in and out of the classroom.
- Approximately how many students do you have who are going through this program right now? If a class is being eliminated as a requirement, how is that going to spill over and affect enrollment?
  - We looked at that closely, because part of our work was creating a teach-out plan, which consisted of analyzing students currently in the program. One student was identified and will be taught out this year.
- I understand students can still take ECON 1301, but looking at the courses here, I would think at least one economics class would be required. Students could benefit greatly.
  - When you're talking about economics, you're thinking about macroeconomics and how those factors affect the industry. Personal Finance offers opportunities to address some of that. Understanding elasticity and the like in order to excel in insurance is helpful, but it's not critical to what our students would be eligible to do upon completion of our program. That would be something they'd encounter should they move on to finish a bachelor's degree or post-secondary education, or if it's appropriate for their role. [Not having an economics class] will not diminish their ability to be an underwriter or an agent, or work in claims.

- So, this program provides a general foundation for insurance? It's not going to help them take the exams to help them get certificated in sales, claims, etc.?
    - Students who pass our introductory courses, INSR 1301 (*Commercial Insurance*) and INSR 1305 (*Personal Insurance*) should be able to pass the Texas Department of Insurance Exam. We cover the information that overlaps with that requirement. However, to your point, a student can diverge to the sales side or the claims side, or choose to work for themselves. What we've changed is we're giving students an understanding of what the roles are, so the student can pick their role at the end of their program instead of having to choose between two in-tandem programs at the beginning: one for each of those roles. Additionally, the faculty that it would take to run that successfully is not going to allow us the ability to promise students that they'll have the courses they need.
- You mentioned that your introductory courses give students the information they need to prepare for the licensing exam. Are you doing any direct outreach to let students know when they're at the optimal time to take the exam?
    - We're communicating to students that they have the option to take the exam, but the timing of when someone takes the exam will be distinct in terms of when they plan to move into the industry. This is because there's a trigger of having to serve for two years with that license. For those students who are employed, we'll encourage them to take it, but for students who are not, we don't want to incur a cost of having to maintain the work hours needed to maintain their license.
- What's the average age of students in this program?
    - Twenty-seven.
- Are you expecting enrollment to grow with the prospective changes?
    - Yes. There's been interest in our program and our expectation is that enrollment will grow. Pending [CAB and ASSC] approval, we've been discussing what our marketing plan would look like.
- So, this program covers insurance in general without any specificity to a specific type of insurance?
    - There's a skew towards Property and Casualty, because that is my area of specialty and the area of specialty for much of our council, which drove much of our decision making. Also, many of the courses in the program are from WECM, which is also based in Property and Casualty. After this program, students are most likely to pursue careers in underwriting, sales, and claims, but in virtue of our environment, could students pursue careers in other areas like commercial, health, etc.? Sure, because the student would be eligible to be licensed.
    - Even though the program is moving to one track right now, as the program grows and develops, more tracks can be added and that is our aim. However, at this time, it's best that we streamline our program to make sure classes make.
- Is it possible students can take the first couple of classes and then move into a high-demand area such as catastrophe? Would you consider adding tracks to a specific type of insurance area?
    - Yes, it's possible students could do that and that's a challenge we'll have to confront as it comes. This is especially true considering our courses are less expensive than courses that can be purchased online.

♦ Motion to approve as presented → seconded → passed

♦ **Diagnostic Medical Sonography – Megan Chambers**

- Programs
    - <u>Associate of Applied Science – Diagnostic Medical Sonography – General Track</u>
        - With the addition of the new Cardiac Track, this existing AAS award will now be referred to as the General Track.

        - Allowable substitutions for MATH 1314 and PHYS 1405 were revised.
    - Associate of Applied Science – Diagnostic Medical Sonography – Cardiac Track
        - The new Cardiac Track will consist of both new and existing courses.
- New Courses
    - DSAE 1303 (*Introduction to Echocardiography Techniques*)
    - DSAE 2235 (*Advanced Echocardiography*)
    - DSAE 2304 (*Echocardiographic Evaluation of Pathology I*)
    - DSAE 2337 (*Echocardiographic Evaluation of Pathology II*)
    - DSAE 2355 (*Echocardiography Professionalism and Registry Review*)
    - DSPE 1200 (*Introduction to Pediatric Echocardiography Techniques*)
- Revised Course
    - DMSO 1366 (*Practicum 3 – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician*)
        - Prerequisites removed.
        - Contact hours increased to 480.
- Terminated Courses (as of Fall 2023)
    - DMSO 1166 (*Practicum 2 – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician*)
    - DMSO 1341 (*Abdominopelvic Sonography*)
    - DMSO 1355 (*Sonographic Pathophysiology*)
    - DMSO 2253 (*Sonography of Superficial Structures*)
    - DMSO 2267 (*Practicum 5 – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician*)
    - DMSO 2341 (*Sonography of Abdominopelvic Pathology*)
    - DMSO 2367 (*Practicum 4 – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician*)

♦ **CAB Discussion**

- With an additional sonography track, will you be able to double the number of students you can admit to the program?
    - Yes. We would increase our enrollment by 100%.
- Does the new cardiac track align with the existing cardiac program at Dallas College?
    - When we were proposing the general program, there was only one cardiac program and it was at Dallas, and they've been around for a very long time. However, Dallas no longer offers pediatric cardiac and we're including pediatric in our program. That's been a huge need for physicians in our area, so that will be one difference between our program and their program.
    - Overall, the demand has been so high, that Dallas and Collin are able to have full cohorts without us overlapping.
- What is the enrollment for this current cohort?
    - We've had 16 students in the last two cohorts. Our program receives over 150 applicants each year.
- Will the pre-program requirements increase the number of credit hours needed to complete the program?
    - The pre-program credit hour requirements are included in the 65 credit hours needed to complete the program.
        - DMS is one of the few programs that the State of Texas allows to get up to 65 credit hours for the associate degree.
- In the second year of the program, neither semester has the 12 credit hours needed for financial aid. Is that a problem?
    - That's been something of a challenge since the beginning. However, the students ultimately need to have some flexibility within the program to be in the

hospitals/clinics to get their clinical time, so there are fewer courses in the second year to allow time for that.

- Will existing faculty be able to cover the additional classes or will more faculty need to be hired?
  - More faculty will need to be hired. There's one Collin faculty member who has the qualifications to teach, but they'll have to hire others who have the cardiac qualifications.
- What else is needed to expand the size of the general cohort beyond a maximum of 16 students?
  - The accrediting body has a one-on-one requirement, so placement sites must have that. Although there are a lot of placement sites in the area, finding enough placement sites that have one-on-one placement is a challenge.

♦ Motion to approve as presented → seconded → passed

Expedited Proposals

♦ There were no expedited proposals.

Informational Report

♦ There was no Informational Report.

Deans' Liaison Report – Lupita Tinnen

♦ There were two presentations.
  - Raul Martinez and Shawna Chamberlin from dual credit talked about what they tell students at the dual credit orientation. They gave the whole student presentation and informed the deans that there's a second presentation given to parents.
    - Not every ISD makes students watch the orientation and concerns were raised about this.
    - It was recommended that instructors have the orientation PowerPoint in Canvas so students could have that information. Giving dual credit students access to the orientation is important, because it informs students on what they need to know about taking a college course.
  - Human Resources talked about improving the consistency of hiring adjunct faculty. Human Resources Coordinator Leslie Terry will be working on this.

♦ The roles of the Associate Dean and the Discipline Lead in onboarding was discussed. There have been Discipline Leads who have been doing onboarding that should be covered by the Associate Dean. Each role will need to be clarified so Discipline Leads can focus on their respective duties such as curriculum instead of fully onboarding an adjunct.

♦ There have been several meetings on Coursevite, the new adjunct hiring system. They're still working out the kinks. There was a pilot over the summer for hiring English and math, and now that pilot has been extended.

♦ The evening administrator no longer has to be designated for every campus each day except for the Technical Campus in Allen. Now, there's a phone tree in case there's an emergency. However, the police will still be on site, so they'll be the #1 contact.

♦ There was some discussion on end-of-term final exam consistency, but as of right now, this is in the Provost's hands. There was some inconsistency on when final exams were scheduled, if face-to-face classes can have online final exams, if these processes need to be updated with the introduction of iCollin, etc.

♦ Provosts are also looking at the consistency in how adjunct absences are handled.
  - Can the class be moved to Canvas?
  - Does adjunct faculty need to take a sick day?
  - Can they get a substitute?

- Course caps on developmental education (DE) courses were discussed. There was a proposal to have the cap at 20, but there's a high demand for DE courses, so raising the cap could accommodate a lot of students.
- A new program proposal process for new degree programs, and new Continuing Education (CE) programs is currently in development. A process is already in place, but they're trying to find ways to shorten it. Currently, it can take 1.5 years to go into effect from the time it's initially proposed.
- There are some courses that require extra specialized work, such as developing a local needs course. The deans felt that this deserves compensation, so they're discussing a possible blurb to add to the faculty handbook to state what that would mean.
- For the next meeting, Benefits has been invited to clear up some information on FML and the kind of communication that goes out.

Faculty Council Report – N/A

- There was no Faculty Council report.

Prior Learning Assessment Report

- There was no PLA report.

CAB Business/Discussion Items

- Status of CAB Recommendations: All CAB recommendations through the August 17th session have been approved. The only outstanding program is the BAS in Clinical Operations Management, which was presented at the special CAB meeting on September 2nd. It will go before the Board of Directors at their meeting on Tuesday, September 27, 2022.
- Faculty Council Liaison: The CAB does not currently have a Faculty Council Liaison. Per the CAB Guidelines, "Annually, [a Faculty Council Representative selected from the CAB to attend Faculty Council meetings] shall be nominated from the floor by the faculty members, followed by a vote."
  - The Faculty Council Liaison will come to the CAB to report on the subjects discussed at the most recent Faculty Council meeting(s). This is a way to help disseminate information between different groups.
  - If no one is available from the CAB, Chair Charles Ring has reached out to the President of Faculty Council, Roger Ward, to see if anyone in Faculty Council is available to serve as the liaison. However, if that route is chosen, the CAB Guidelines would need to be updated to allow this option.
- Kasey Washington volunteered to serve as Faculty Council Liaison.
  - Motion to approve Kasey Washington as Faculty Council Liaison → seconded → approved
- CAB Guidelines: PLA Liaison
  - Although the CAB has discussed adding a PLA Review Board Liaison, nothing was added to the CAB Guidelines.
  - A draft of this addition to the CAB Guidelines will be presented during (or prior to) the October CAB meeting for consideration.
- August 17th Meeting Minutes plus Addendum, and
- September 2nd Special Meeting Minutes
  - Motion to approve both minutes → seconded → passed

Next Meeting

- Friday, October 21, 2022 at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:32 pm