

Curriculum Advisory Board
Friday, October 21, 2022
1:30 pm
CHEC 107
Meeting Minutes

Voting Members Present

April Adams, Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Gail Ellison, Chad Essary, Andrea Fields, John "Rusty" Haggard, Joan Hunsaker, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Christine Millard, Mark Popowski, Heather Rawls, Charles Ring, Steven Rizzo, Rachna Sachdeva, Mohammed Tahiro, Tristin Tiner, Jimmy Wallace, Helen Wang, Kaycee Washington

Voting Members Absent

Karina Taylor

Non-Voting Members Present

Ex-Officio Members: Daphne Babcock, Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Donna Smith
Advisory Members: Wendy Gunderson, Mari Lopez, Sarah Monroe

Non-Voting Members Absent

Ex-Officio Members: Jamie Mills, Lupita Tinnen
Advisory Members: none

Others Present

Michele Culpepper, David Malone, Karen Stepherson, Nicolas Valcik

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

New Curricular Proposals

- ◆ **Sport and Recreation Management – Michele Culpepper**
 - Revised Programs
 - Associate of Applied Science – Sport and Recreation Management
 - * Removed BMGT 2382.
 - * Added FITT 1380.
 - * Added core options for *Mathematics*.
 - MATH 1342 is recommended, but not required.
 - * Added core options for *Social/Behavioral Sciences*.
 - ECON 1301 is recommended, but not required.
 - * Added core options for *Speech*.
 - SPCH 1321 is recommended, but not required.
 - New Course
 - FITT 1380 (*Cooperative Education – Health and Physical Education, General*)
 - Course Revision
 - HAMG 1317 (*Recreational Services*)
 - * Corrected course description.
- ◆ **CAB Discussion**
 - Are you the only Sport and Recreation Management professor?
 - Yes.
 - How many students do you have?
 - We currently have 170 students in the program. Our program was slow to grow because the program began around the time of COVID, but within the last year,

enrollment has exploded.

- Do you have any adjuncts?
 - No, we do not.
 - Is anyone considering hiring additional faculty?
 - No, not that I'm aware of just yet. Our students aren't required to move in cohorts, but they seem to be moving through just as a cohort would. We're waiting until these students move through the program and then we'll reassess our faculty needs at that time.
 - So, you teach all the courses required in the program?
 - No, I'm only responsible for the FITT courses, RECL 1303, TRVM 1327, and one section of KINE 1336. The other courses, such as the core courses, are taught by their respective faculty in their disciplines.
 - So, by adding FITT 1380, you're adding another course to your load.
 - Correct.
 - But not all the courses are running at the same time.
 - [Correct]. KINE 1336 is offered every semester because it's operated out of a separate department. There are one or two introductory courses we offer every semester like FITT 1370 and FITT 1373, but in the spring, we'll offer one and not the other.
- ◆ Motion to approve as presented → seconded → passed
- NOTE: A discrepancy was found in KINE 1336. The Kinesiology department will be revising the course to bring it more in alignment with the ACGM. This will likely come through CAB within the next month or two.

Expedited Proposals

- ◆ There were no expedited proposals.

Informational Report

- ◆ Course Corrections
 - VTHT 1280 (*Cooperative Education I – Veterinary...*)
 - “Consent of...” statement corrected.
 - VTHT 2280 (*Cooperative Education II – Veterinary...*)
 - “Consent of...” statement corrected.

Deans' Liaison Report – Daphne Babcock

- ◆ The last session on 10/20/22 specifically covered iCollin; Dr. Abe Johnson, iCollin Executive Dean Sarah Lee, the provost, and the deans were in attendance. There was a lot of back history about distance education early in Collin's history, and some talk about pre- and post-COVID periods. They identified goals for growth and discussed concerns regarding faculty loads/overloads and other faculty issues. The deans were asked to reconvene to prepare their recommendations.

Faculty Council Report – Kaycee Washington

- ◆ President Ward reported back on the AGS Council meeting. They discussed faculty role in faculty development where Professor Mary Weis urged CTL administration and faculty to work more collaboratively to plan the faculty development programs and conferences. Dr. Matkin was very receptive and encouraging towards the idea.
- ◆ The 50/50 adjunct faculty/full-time ratio was revisited, including concerns regarding iCollin holding classes back and giving them to adjuncts versus to full-time faculty first. Faculty Council voted to form a working committee to discuss full-time faculty assignments with administration.
- ◆ In the AGS meeting, they also discussed faculty responsibilities the week before the semester

begins and how some administrative things have started to creep in, not just the thought that they would move faculty development concords to the week before classes, but also discussing things like the requirements to turn in the syllabus by the Wednesday before classes start, etc. Dr. Matkin was receptive to that being faculty's week in order to minimize those things that have crept up over the past few semesters.

- ◆ There was discussion on the adjunct faculty hiring process and how full-time faculty should be participating in that. There were concerns regarding the college-wide adjunct pool, such as how would one associate dean know the kind of experience another associate dean had with the preexisting faculty member and the idea that the adjunct hiring process should mirror the full-time faculty hiring process.
- ◆ At the AGS, Chief Employee Success Officer Floyd Nickerson discussed the creation of a Culture Council and the reworking of the grievance and employee complaint process with more opportunities for mediation and intervention along the way so that problems don't get bigger than necessary.
 - There is a plan to include a faculty member or a staff member on any grievance hearing. If there is a faculty member grievance hearing, there will be a faculty member as one of the three people on the panel. If there is a staff member grievance hearing, there will be a staff member as one of the three people on the panel.
- ◆ Regarding standing committees, Faculty Council voted and adopted a name for a committee, the Faculty Resources and Remuneration Committee.

Prior Learning Assessment Report

- ◆ No new PLA proposals have been presented at this time, but there is at least one new proposal that is currently being reviewed by the Curriculum Office.

Academic Governance and Strategic Council Report

- ◆ Associate deans on some campuses have emphasized to faculty members that it was very important to have a certain percentage rate of responses as far as student [faculty] evaluations (i.e. 60%, 70%, etc.). Professor Dean Wallace at the Plano campus researched this and compiled the resulting data, which showed that there has never been the high response rate that some people were requesting. Additionally, from this research, it was determined that sample of the [student] population needed to be highly representative was much smaller than the percentage(s) being requested. Dr. Johnson clarified that this has been handled.
- ◆ The quality of topics for faculty development days have decreased over time. A 13-member Faculty Development Council was identified as the group responsible for coming up with ideas for faculty development programs. These ideas are then sent out to faculty for a vote. However, some of these procedures have been curtailed. Dr. Matkin intends to identify who is on the committee.
- ◆ Dr. Matkin wants members of the faculty in the discipline to be in charge of the discipline, such as by participating in the hiring of adjunct faculty members.

CAB Business/Discussion Items

- ◆ Status of CAB Recommendations: All CAB recommendations from the last CAB meeting have been approved.
- ◆ CAB Guidelines – PLA Liaison
 - The following revision to the CAB guidelines has been proposed.
 - “Annually, a liaison from the Prior Learning Assessment Review Board will be appointed. This individual does not have to be a CAB member.”
 - Motion to approve revision → seconded → passed
- ◆ September 23rd Meeting Minutes
 - Motion to approve minutes → seconded → passed

Next Meeting

- ◆ Friday, November 18, 2022 at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:00 pm