

**Curriculum Advisory Board**  
**Friday, November 10, 2023**  
**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, Paul Manganelli, James Mergerson, Christine Millard, Jeremy Prince, Heather Rawls, Syed Raza, Steven Rizzo, Mohammed Tahiro, Karina Taylor, Tristin Tiner, Jimmy Wallace, Helen Wang, Kaycee Washington

**Voting Members Absent**

Audri Luebbers, Rachna Sachdeva (Proxy – Andrea Fields), Marli White (Proxy – James Mergerson)

**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, Diana Hopes, Justin Lewis, Brendan Mesch, Lee Powell, Karen Stepherson

Chair Adrienne Caughfield called the meeting to order at 1:31 pm.

**New Curricular Proposals**

◆ **Software Development – Justin Lewis**

- New Awards
  - Bachelor of Applied Technology (BAT) – Software Development
- New Courses
  - SDEV 3310, *API Development*
  - SDEV 3320, *Automation in Testing and Deployment*
  - SDEV 3330, *Development Processes & Methodologies*
  - SDEV 3340, *Advanced Data Structures and Algorithm Analysis*
  - SDEV 3350, *Coding Best Practices*
  - SDEV 3360, *Cloud-Enabled Software Development*
  - SDEV 4310, *Connected Software*
  - SDEV 4320, *Current Trends in Software Development*
  - SDEV 4330, *Senior Team Project: Planning and Design*
  - SDEV 4340, *Senior Team Project: Coding, Testing, and Implementation*
  - SDEV 4350, *Advanced Frontend Web Technologies*
  - SDEV 4360, *Operating Systems*

◆ **CAB Discussion:**

- [18:20 – 21:20] There was discussion on ways the BAT can expand its content by using the electives to cover additional topics such as practical statistical software, embedded programming, gaming XR, etc. The BAT program will start with only two elective options, because offering too many electives may impact the ability of courses to make, but they plan to expand their electives in the future as program enrollment increases.

- For KINE classes, some of them are three credit hours. How will the students know which ones they can take?
  - Curriculum Office: The KINE course the student takes must be core. In the 090-core component, we will apply the two science lab hours and the three speech hours, and then there's one more hour left. That one-credit hour course could be EDUC 1100, KINE 1164, or any other core course that's not already being utilized in the program. We cannot recommend one of the three-credit hour courses (EDUC 1300, KINE 1304, or KINE 1338), because the recommendation must meet the 120-credit hour requirement for the BAT.
- ◆ **CAB Recommendation**: Correct the KINE 1164 core recommendation from "See KINE options" to "See Collin options".
  - Will the BAT have selective admissions?
    - Proposer: Yes. Acceptance into the program is on a case-by-case basis. Students who complete the Collin College AAS in Software Development will have an easier time transitioning into the BAT compared to transfer students who may need to take leveling courses before they're admitted.
    - Ex officio: When Cybersecurity came through, they reviewed all the nearby institutions and compared their programs with ours. That way, when students were doing transfer equivalencies, we already knew how their courses would be applied instead of us having to contact the department each time to verify those equivalencies.
    - Proposer: Agreed. Right now, we're still determining if this will be mapped out before the program starts or if we will map out the select program when we receive our first student from another institution.
  - Are our graduates from the AAS only and our graduates from the BAT competing for the same job set or for different levels?
    - They would be competing against each other for many of the same jobs. An associate-degree holder may be qualified to get the job, but the bachelor-degree holder may be preferred. However, there are some jobs that require a bachelor's degree outright.
  - Could graduates potentially receive a higher pay with a bachelor's degree for positions that may accept someone with an AAS?
    - Yes, but it depends on the company and their particular pay scale.
  - Do we already have faculty who can teach these courses, or do we have to hire new ones?
    - Proposer: We will need to hire new faculty, because there will be more courses to cover. However, there is a list of currently qualified instructors who can teach, because we are required to have the ability to teach these courses before it can be approved.
    - Curriculum Office: Per SACSCOC, we need to have at least one full-time qualified faculty member who can teach before they will even look at it.
  - Does this fall under the Workforce side or the Academic (i.e. transfer) side?
    - Curriculum Office: It's a workforce bachelor's degree, which is built on top of the workforce AAS. All of the bachelor's degrees at community colleges in the State of Texas have to be built on a workforce AAS degree. Regardless of whether we call a degree a BAT, a BSN, etc., it would be the equivalent to a BAAS at a four-year institution.
  - Do the faculty members [for Software Development] need to have earned at least 18 credit hours in their discipline before they can teach like in COSC courses?
    - Curriculum Office: For COSC courses, those are found in the ACGM, so faculty must have at least a master's degree and have earned at least 18 hours in their discipline.

- Proposer: And that's still for the associate degree. For me, I'm not eligible to teach the computer science courses, because my master's degree is in industrial engineering. However, I am eligible to teach the new SDEV courses, so it's like workforce in that way.
    - Curriculum Office: In order to do the junior- and senior-level courses, you generally have to have a master's degree. As to what the master's degree should be in is dependent upon what that department sets up as their minimum qualification(s).
  - Are all [of the SDEV] courses going to be 16 weeks?
    - Yes, they will all be 16-week courses.
  - [On the budget], are those salaries based on the current scale or are those projections?
    - These salaries are based on the current scale with a projected 3% increase.
  - Did you factor in the embedded OSAs (Occupational Skills Awards) and the Certificates into the revenue [of the BAT]?
    - No, because we didn't factor the AAS into the budget. Unless the costs for the AAS are in the budget as well, we can't count the awards leading up to the AAS.
  - Are there already certificates in place?
    - Yes, we previously brought through [the CAB] two OSAs and three certificates (two level 1 certificates and one level 2 certificate). However, those awards are separated along with the AAS award, because this budget is only for the BAT.
  - When looking for potential students out there, did you see any career colleges offering this program?
    - Nationwide, there are some online programs that have it. We also have the bootcamp, although, bootcamps usually don't offer a bachelor's degree.
  - Will there be people from other states who are eligible to take this program?
    - We'll have to make sure that we can offer online classes in that particular state, because there are some requirements for different states. Additionally, those students will need to keep in mind that they'll have to pay out-of-state tuition.
  - Could you provide more details regarding the selective admission requirements?
    - Provost: We don't want our junior students [who are transferring in from other institutions] to start the program without the same skills as our Collin College students. The first step would be to talk with those students and evaluate their transcripts to look at any potential gaps in their knowledge base, so the admission process would be very much on a case-by-case basis.
    - Provost: For Cybersecurity, the information sessions really help inform others, and we've been successful sharing this information with our ISD partners, so students are very aware of what the curriculum requirements are. What works well is if we have a consistent curriculum with another college/university, and they can tell the students which courses would be best to take if they want to transfer to Collin College.
  - Would these options be available for dual credit students?
    - Not for the BAT.
  - What about for the associate-level Software Development courses?
    - Right now, the only dual credit course [in Software Development] that's available is Python. The Computer Science course, COSC 1436, is also an option.
- ◆ Motion to approve with correction to the BAT curriculum outline → seconded → passed

### Expedited Proposals

- ◆ There were no expedited proposals.

## **Informational Report**

- ◆ Music (*Fall 2023*)
  - MUSI 2389, *Academic Co-op Music*
    - The course title will be corrected.
- ◆ Social Work (*Fall 2023*)
  - SOCW 2389, *Academic Co-op Social Work*
    - The contact hours, course type, course title, and course description will be corrected.
- ◆ Business Field of Study (FOS) (*Spring 2024*)
  - “Legacy” Field of Study
    - Per the Texas Higher Education Coordinating Board (THECB). students have until August 31, 2025 to complete the legacy (i.e. former) Business FOS.
- ◆ Criminal Justice Field of Study (FOS) (*Spring 2024*)
  - “Legacy” Field of Study
    - Per the THECB, students have until August 31, 2025 to complete the legacy (i.e. former) Criminal Justice FOS.
- ◆ Computer Systems (*Fall 2024*)
  - ITSE 1393, *Special Topics in Computer Systems Analysis*
    - Per the Computer Systems department, this unused course can be deactivated.
- ◆ Database Development (*Fall 2024*)
  - AAS – Database Development: ITSE 1393
    - ITSE 1393 will be deactivated, so the course will need to be removed from the elective options.
- ◆ Insurance Management (*Fall 2024*)
  - INSR 1391, *Topics in Insurance*
    - Per the Insurance Management department, this unused course can be deactivated.

## **Deans’ Liaison Report**

- ◆ There was no Deans’ Report.

## **Faculty Council Report – Anna Genneken**

- ◆ Please send Rebecca Orr any good news to share in the Newsletter.
- ◆ Faculty Council has been given the Faculty Workload Audit Report to examine and provide recommendations on workload for all faculty. This has been given to the Resource and Renumeration Committee for review.
- ◆ Committees and Task Forces are hard at work on their various tasks.
- ◆ Gradebook Task Force reports that there is an administrative proposal to make Canvas gradebooks mandatory, and to allow Associate Deans and Deans access for any grade disputes after grade reporting.
- ◆ Email surveys have gone out to gauge response on the 9-month vs 12-month pay schedule for faculty (administration got rid of the 9-month pay schedule claiming Workday restrictions), on Canvas gradebook mandates, and on dual credit issues. Please complete all surveys. There are options for those who don’t teach dual credit or who have never been on the 9-month pay schedule.

### **Prior Learning Assessment Report**

- ◆ There was no Prior Learning Assessment Report.

### **CAB Business/Discussion Items**

- ◆ Status of CAB Recommendations: All CAB recommendations from the October CAB meeting have been approved by leadership.
- ◆ October 20<sup>th</sup> Meeting Minutes
  - Motion to approve minutes → seconded → passed

### **Next Meeting**

- ◆ Friday, December 1<sup>st</sup> at 1:30 pm in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:47 pm