

Curriculum Advisory Board
Friday, December 1, 2023
1:30 pm
CHEC 107
Meeting Minutes

Voting Members Present

Daniel Birdsong, Adrienne Caughfield, Jillian DeShazo, Gail Ellison, Andrea Fields, Anna Genneken, John "Rusty" Haggard, Audri Luebbers, Paul Manganelli, James Mergerson, Christine Millard, Jeremy Prince, Syed Raza, Steven Rizzo, Rachna Sachdeva, Karina Taylor, Tristin Tiner, Jimmy Wallace, Helen Wang, Kaycee Washington, Marli White

Voting Members Absent

April Adams (Proxy – Andrea Fields), Joan Hunsaker, Heather Rawls, Mohammed Tahiro (Proxy – Kaycee Washington)

Non-Voting Members Present

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

Non-Voting Members Absent

Ex-Officio Members: Jamie Mills
Advisory Members: André Cameron

Others Present

Jocelyn Alexander, Raven Hartkopf, Karen Stepherson

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

New Curricular Proposals

◆ **Collision Technology – Raven Hartkopf**

- New Awards
 - Enhanced Skills Certificate (ESC) – Toyota Collision Technician
- New Courses
 - ABDR 2353, *Color Analysis and Paint Matching*
 - ABDR 2359, *Structural Sectioning*

◆ **CAB Discussion:**

- Is each course three credit hours or four?
 - Each course is three credit hours, so the award is a total of six credit hours.
- How many women are in the program now?
 - We had about five women start out of 27 students, so about 1 in [5].

Motion to approve as presented → seconded → passed

Expedited Proposals

◆ **Communications Field of Study**

- Deactivated Awards (*can be awarded through August 31, 2025*)
 - Certificate – Communications Field of Study
- **CAB Discussion:** For these Fields of Study in general, will the deactivation be active as of spring 2024 or fall 2024?
 - The awards will be deactivated in the system as of January, so new and current students cannot declare these awards. Then, the course catalog will be officially

updated in fall 2024 to confirm this and to communicate that students who've already declared one of these awards have until August 31, 2025 to successfully complete it.

- ◆ Computer Science Field of Study
 - Deactivated Awards (*can be awarded through August 31, 2025*)
 - Certificate – Computer Science & Information Technology Field of Study
- ◆ Drama Field of Study
 - Deactivated Awards (*can be awarded through August 31, 2025*)
 - Certificate – Drama Field of Study: Design/Technical Track
 - Certificate – Drama Field of Study: General Track
 - Certificate – Drama Field of Study: Performance Track
- ◆ Economics Field of Study
 - Deactivated Awards (*can be awarded through August 31, 2025*)
 - Certificate – Economics Field of Study: Bachelor of Science Track
- ◆ Engineering Field of Study
 - Deactivated Awards (*can be awarded through August 31, 2025*)
 - Associate of Science – Civil Engineering Field of Study
 - Associate of Science – Electrical Engineering Field of Study
 - Associate of Science – Mechanical Engineering Field of Study
 - Certificate – Civil Engineering Field of Study
 - Certificate – Electrical Engineering Field of Study
 - Certificate – Mechanical Engineering Field of Study
 - **CAB Discussion:** Does the proposal include all current Engineering awards, including those from Civil, Electrical, and Mechanical?
 - Yes, all awards are being deactivated.
- ◆ Fine Arts Field of Study
 - Deactivated Awards (*can be awarded through August 31, 2025*)
 - Certificate – Fine Arts Field of Study: General Studies Track
 - Certificate – Fine Arts Field of Study: Studio Track
- ◆ Music Field of Study
 - Deactivated Awards (*can be awarded through August 31, 2025*)
 - Associate of Arts – Music Field of Study
 - Certificate – Music Field of Study
 - **CAB Discussion:** For the Fields of Study in general, will both the degrees and the certificates be deactivated?
 - Yes, all Field of Study awards included in the proposals today will be deactivated.
- ◆ Political Science Field of Study
 - Deactivated Awards (*can be awarded through August 31, 2025*)
 - Certificate – Political Science Field of Study
- ◆ Psychology Field of Study
 - Deactivated Award (*can be awarded through August 31, 2025*)
 - Certificate – Psychology Field of Study
- ◆ Sociology Field of Study
 - Deactivated Award (*can be awarded through August 31, 2025*)
 - Certificate – Sociology Field of Study

Informational Report

- ◆ Software Development (*Fall 2024*)
 - AAS Footnotes
 - The order of the footnotes and their superscripts were corrected.

- ◆ Software Development (*Fall 2024*)
 - The Assessment Plan
 - The Program Learning Outcomes (PLOs) found on the first page of the Assessment Plan were corrected to match the PLOs on the last two pages.

Deans' Liaison Report – Lupita Tinnen

- ◆ Director of Strategic Initiatives, Nicola Marshman, presented an update on CourseVite. They will open up for summer around 2.20.2024. Summer scheduling will be done with Banner, but one month later, it will be done with Workday. Features agreed upon by stakeholders included adding when adjuncts want to teach more classes, and improving the match probability so adjuncts can set preferences such as only teaching the classes they want at their preferred campus. If an adjunct goes inactive in Workday, they won't show up in CourseVite. Additionally, details were added such as when an adjunct recently taught and when they last logged into CourseVite.
- ◆ Associate Deans will be notified if faculty teaching online have not completed the mandatory ADA (Americans with Disabilities Act) training by 12.8.2023.
- ◆ Centralized Scheduling and Dual Credit – Craig Leverette: His plan is to send out biweekly or monthly reports to the Deans and Associate Deans/Directors as he gets things launched. The centralized schedule idea is still in its infancy. He has to pitch what software is used.
- ◆ Mark Smith provided an update from the provosts. (They haven't had the opportunity to meet since Dr. Abe Johnson has been out). We are authorized to give adjuncts 9 hours. We need to speak to our provosts about the 6-hour classes. The practice has gone away of overloading to 12 in one semester. Those are exceptions only.
- ◆ Dawn Richardson was the liaison for the APCA (Anthony Peterson Center for Academic Assistance) Manager meeting. We ask that the meeting minutes be shared with the deans. A pilot for Track Cloud includes where a faculty member can refer a student to the APCA, and a staff member can follow up with the student. Right now, it's only a pilot for Developmental Education at some campuses like Wylie and Frisco. It will be rolled out to everyone in the spring after any bugs get ironed out. The Math Manager is exploring how Math GPT (Generative Pre-training Transformer) can be used in the center for extra tutoring. College Algebra is already using it. This is through OpenStax. They will have a math demo on 12.1.2023 and all math faculty will be invited.
- ◆ There were updates from the Associate Dean/Director meeting, including an update on the Associate Dean workload formula. The committee for the Workload Formula has a revised formula. The new numbers will be inputted by the end of this semester.
- ◆ There was an update from Dawn Richardson for HR Cougar Team. They go through different areas and break apart the processes such as the onboarding process. Some of the changes that are coming up are the onboard status summary so we know where they are in the hiring process. They will be implementing confetti [graphics or animation] when they accept an offer. A guide to candidates will be provided so everything they have to do will be given to them at once instead of the back and forth. There will be an onboarding survey and it will say, "Congratulations! You are done with all your tasks." As of last month, they are working on IT onboarding and the Help Desk will create checklists.
- ◆ Dr. Jon Hardesty provided feedback on dual credit hybrid course notes. We all agree that it is okay to use. There are students at some ISDs that are not enrolled themselves; they would never

see the notes. Would it be better served in the syllabus? Could it be put in both since we may want to keep the note due to being audited? Wendy Gunderson will check with Dr. Hardesty to see if the note would be needed for accreditation.

- ◆ We need to provide recommendations to Sarah Lee for faculty to serve on the Online Proctoring Advisory Committee.
- ◆ Sarah Lee sent out an e-mail about the timeline for district scheduling for CourseVite. She wants to ask if we are generally okay with that timeline. This will be sent to the Associate Deans for their feedback.
- ◆ We need to encourage our Associate Deans to remove the unqualified candidates from the pool.
- ◆ Weekend College Scheduling Strategies and Workforce Scheduling: Gaye Cooksey said that when she sees a need, she puts it on the schedule, but she will be communicating with us.
- ◆ There was a 14-week vs. 12-week course proposal. There are some courses like developmental education courses that need it. We will wait to hear back.
- ◆ Program Life Cycle and Dean Involvement: The last session was about assessment plans. Dr. Hardesty can train the trainers in this kind of modality. It directly impacts completion. This will be a professional development opportunity. We will help Wendy Gunderson to develop templates for the departmental meetings where they are supposed to be talking about assessment. The Curriculum Office needs the documentation that this is being discussed.
- ◆ As a group, we need to do a better job of communicating out from the committees that we are on.
- ◆ We discussed core classes that do not have a district template.
- ◆ Wendy Gunderson reminded us that if we have departments that want to go to the CAB, the deadline for the January meeting is 12.8.2023 and the deadline for the February meeting is 1.31.2024.

Faculty Council Report – Anna Genneken

- ◆ Workday Student Presentation
 - Phase 1 – Fall 2023 – focus on recruiting, admissions, and communications
 - Phase 2 – 2.26.2023 - focus on registration, financial aid, and academic progress
 - Spring 2024 will use both Banner and Workday.
 - Full Workday will begin for Fall 2024 registration on 3.24.2024.
 - A mock semester is set for Jan 22-26, 2024 to run all processes for an entire semester through staff, faculty, and students
 - Invites will go out in December before faculty and students leave for the break.
- ◆ Faculty Council approved a “Low Cost Materials Statement” that endorses a faculty position to prioritize low-cost options for course materials while maintaining rigor and protecting academic freedom from outside influences.
- ◆ Taskforces are analyzing the survey results.

Prior Learning Assessment Report – Donna Smith

- ◆ The PLA Review Board last met on November 3rd and they approved the Insurance Management proposal for courses INSR 1301 and INSR 1305. Leadership met on November 10th – at the same time as the November CAB meeting – and also approved the Insurance Management proposal, so the PLA opportunities will be available to students as of Spring 2024 and forward.

CAB Business/Discussion Items

- ◆ Extra CAB Meetings: Based on the number and completion statuses of the proposals coming through the Curriculum Office, we do not anticipate the need for a second January CAB meeting. However, it's too soon to tell if a second February meeting is needed or if we'll need to extend the regular February meeting to accommodate the influx of proposals.
- ◆ November 10th Meeting Minutes
 - Motion to approve minutes → seconded → passed

Next Meeting

- ◆ Wednesday, January 10th at 1:30 pm in CHEC 225

Motion to adjourn → seconded → meeting adjourned at 2:20 pm