

Curriculum Advisory Board
Friday, December 9, 2022
1:30 pm
CHEC 107
Meeting Minutes

Voting Members Present

Daniel Birdsong, Jillian DeShazo, Andrea Fields, John "Rusty" Haggard, Audri Luebbers, Paul Manganelli, Melinda McBee, Camin Melton, James Mergerson, Christine Millard, Mark Popowski, Charles Ring, Steven Rizzo, Rachna Sachdeva, Mohammed Tahiro, Karina Taylor, Jimmy Wallace, Helen Wang, Kaycee Washington

Voting Members Absent

April Adams (Proxy – Andrea Fields), Adrienne Caughfield, Gail Ellison (Proxy – Charles Ring), Joan Hunsaker (Proxy – Jillian DeShazo), Heather Rawls (Proxy – Charles Ring), Tristin Tiner

Non-Voting Members Present

Ex-Officio Members: Jocelyn Alexander, Daphne Babcock, Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Lupita Tinnen
Advisory Members: Mari Lopez, Sarah Monroe

Non-Voting Members Absent

Ex-Officio Members: Jamie Mills, Donna Smith
Advisory Members: Wendy Gunderson

Others Present

Jon Hardesty, Katherine Hedberg, Craig Johnson, Stefanie LeMaire, David Malone, Amy Perdreauxville, Karen Stepherson

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

New Curricular Proposals

◆ **Geospatial Information Science (GIS) – Amy Perdreauxville**

- This proposal includes CAB recommendations from the November 18th CAB meeting.
- Revised Programs
 - Associate of Applied Science – Geospatial Information Science (GIS)
 - * Removed COSC 1315 and ITSE 1311.
 - * Added ITSE 1359 and GISC 2250.
 - * Removed ITSE 1359 substitution option from GISC 2335.
 - * Revised sequencing of courses.
 - * Designated GISC 2335 as the Capstone.
 - * Added “Summer Only” footnote.
 - Certificate Level 1 - Geospatial Information Science (GIS)
 - * Removed GISC 2335.
 - * Added GISC 2250 and GISC 2172.
 - * Removed ITSE 1359 substitution option from GISC 2335.
 - * Added “Summer Only” footnote.
- New Award
 - Certificate Level 2 – Geospatial Information Science (GIS)
- New Course
 - GISC 2250 [*Scripting for Geographic Information Systems (GIS)*]

- Course Revision
 - GISC 2335 [*Programming for Geographic Information Systems (GIS)*]
 - * Change prerequisite from GISC 1411 (or 1311) to ITSE 1359 and GISC 2420.
 - GISC 2420 [*Intermediate Geographic Information Systems (GIS)*]
 - * Removed (or 1311) from prerequisite requirement.
 - GISC 2459 [*Web-Served Geographic Information Systems (GIS)*]
 - * Credit hours have been changed from 3 to 4, which also changes the course from GISC 2359 to GISC 2459.
 - * Added 1 lecture hour and 1 lab hour.
- ◆ Motion to approve as presented → second → passed

- ◆ **Computer-Aided Drafting and Design (CADD) – Craig Johnson**
 - Revised Programs
 - Associate of Applied Science – Computer-Aided Drafting and Design
 - * Removed CNBT 1300 and CNBT 1311.
 - * Added DFTG 1302 and DFTG 1315.
 - Certificate Level 1 – Computer-Aided Drafting and Design
 - * Removed CNBT 1311.
 - * Added DFTG 1302 and DFTG 1315.
 - * Increased award from 18 to 21 credit hours.
 - Occupational Skills Award – AutoCAD
 - * Removed CNBT 1311.
 - * Added DFTG 1302.
 - * Revised sequencing of courses and reduced number of semesters needed from 2 to 1.
 - New Award
 - Certificate Level 2 – Computer-Aided Drafting and Design
 - Terminated Award
 - Certificate Level 1 – Advanced Computer-Aided Drafting and Design
 - New Course
 - DFTG 1302 (*Introduction to Technical Animation and Rendering*)
 - DFTG 1315 (*Architectural Blueprint Reading*)
- ◆ Motion to approve as presented → second → passed

- ◆ **Construction Technology – Plumbing – Craig Johnson**
 - Revised Programs
 - Associate of Applied Science – Construction Technology – Plumbing
 - * Removed CNBT 1300.
 - * Added PFPB 1306.
 - Certificate Level 2 – Construction Technology – Plumbing and Management
 - * Removed CNBT 1300.
 - * Added PFPB 1306.
 - Certificate Level 1 – Construction Technology – Plumbing Management
 - * Removed CNBT 1300.
 - * Added PFPB 1306.
 - New Course
 - PFPB 1306 (*Basic Blueprint Reading for Plumbers*)
- ◆ Motion to approve as presented → second → passed

◆ **Criminal Justice – Stefanie LeMaire**

- Revised Programs
 - Associate of Arts – Criminal Justice
 - * Removed GEN ED requirement for the Social and Behavioral Sciences course.
 - * Added (080 core component) designation to CRIJ 1301.
 - * Added second elective in SECOND YEAR Second Semester.
 - Certificate – Criminal Justice Field of Study
 - * Added (080 core component) designation to CRIJ 1301.
- Course Revision
 - CRIJ 1301 (*Introduction to Criminal Justice*)
 - * Add as an option for the 080 Social and Behavioral Sciences Core Component.
 - * Designated Texas core objectives for each Student Learning Outcome.

◆ **CAB Discussion:**

- To clarify, you're requesting that CRIJ 1301 be included in our 080 core component.
 - Yes.
- Additionally, the electives listed at the bottom of the AA with a Criminal Justice Field of Study are recommended, not required.
 - That's correct. The elective options we have listed are recommended. However, if a student plans on transferring to university, they'll need to check with that university to see which directed electives they want students to take. (Per the July 2022 revision, the Field of Study for Criminal Justice directed electives can be found at <https://reportcenter.highered.texas.gov/agency-publication/miscellaneous/field-of-study-for-criminal-justice-revised-july-2022/>).
- Where do most of our Criminal Justice students transfer?
 - The University of North Texas (UNT), the University of Texas at Dallas (UTD), and the University of Texas at Arlington (UTA). Sam Houston State University (SHSU) is also popular, but most of our students don't want to transfer that far away.
- So, students will need to be proactive in determining which directed electives they need to take before finishing their studies at Collin.
 - Yes. They can get help from a Collin College academic advisor and/or they can reach out to their intended transfer institution directly for further guidance. At the very least, there's now a list that identifies which courses the student needs to take.
- For ENGL 1302, are you specifying that this course must be taken for the core or is ENGL 2311 allowable? In other words, are you going to allow any other substitutions for ENGL 1302.
 - Right now, ENGL 1302 is the only option.
- If another public Texas institution codes a course as Communication 010, we are required to accept it. If there is no rationale to justify that only ENGL 1302 is permissible, we'll have to open up the core curriculum. However, we can still list ENGL 1302 as the preferred course.
- **CAB Recommendation:** Open up the core curriculum for the following:
 - ENGL 1302: Composition II (See Communications options)
 - HIST 1301: United States History I (See American History options)
 - HIST 1302: United States History II (See American History options)
 - EDUC 1100: Learning Framework (See Collin Options Area 2)
- If the proposal cannot say "recommended electives", what would the alternative be?
 - We'll need to add a note explaining that students should speak with a Collin

College academic advisor and contact their transfer university to determine which courses are best to take. The phrasing of this statement will be developed at a later time, because it will likely need to be added to other Fields of Study in the future.

- What is the difference between an Associate of Arts in General Studies and an Associate of Arts with a Criminal Justice Field of Study?
 - The general Associate of Arts requires 18 credit hours of electives, but it doesn't require/recommend any courses from a specific subject or discipline. In comparison, the field of study is meant to help facilitate transfer for students by identifying which key courses the student should take for their Criminal Justice major.
- ◆ Motion to approve with CAB recommendation and with freedom to develop elective statement as appropriate → second → passed
- ◆ **Engineering – Katherine Hedberg**
 - Course Revision
 - ENGR 2105 (*Electrical Circuits I Laboratory*)
 - * Changed prerequisite from “MATH 2414 and PHYS 2425” to “MATH 2414 to PHYS 2426”.
 - ENGR 2305 (*Electrical Circuits I*)
 - * Changed prerequisite from “MATH 2414 and PHYS 2425” to “MATH 2414 to PHYS 2426”.
 - * Increase lab hours from 0 to 1.
 - * Increase contact hours from 48 to 64.
 - ENGR 2332 (*Mechanics of Materials*)
 - * Increase lab hours from 0 to 1.
 - * Increase contact hours from 48 to 64.
 - Terminated Courses
 - ENGR 2106 (*Introduction to Digital Systems Laboratory*)
 - ENGR 2306 (*Introduction to Digital Systems*)
- ◆ Motion to approve as presented → second → passed
- ◆ **CAB Discussion Summary** (Minutes: 39:18 – 48:40)
 - Some of the core components outside of the required courses for the Engineering Fields of Study did not allow for other core substitutions. It was recommended that the following courses open up the core curriculum. Additionally, a statement will be added to direct students to check with their intended transfer university to verify course transferability.
 - ENGL 2311: Technical and Business Writing (See Communications options)
 - HIST 1301: United States History I (See American History options)
 - HIST 1302: United States History II (See American History options)
- ◆ Motion to amend approval with CAB recommendation → second → passed

Expedited Proposals

- ◆ Web Development – SLO and Prerequisite/Concurrent Enrollment Revision
 - Additional Collin Outcome #3 will be removed from ITSE 1311.
 - ITSE 2343 and Associate Dean/Director consent will be removed from the required prerequisites for ITSE 2374.
- ◆ Motion to approve as proposed → second → passed

Informational Report

- ◆ Business Office Support Systems – List of Electives Corrected
 - For the Level 1 Certificate for Medical Office Support, HITT 1305 was listed as a program requirement and an elective. The department confirmed HITT 1305 should not be an elective option, so the course was removed from the list of electives.

Deans' Liaison Report

- ◆ There was no Deans' Report. The next Deans' meeting will be on 12.14.22 and the Deans' Liaison Report will be provided at the January CAB meeting.

Faculty Council Report – Kaycee Washington

- ◆ The Faculty Council waived the December meeting and the meeting prior to that was held at the same time as CAB. However, the following information was gathered and provided.
 - The statement about the settlement with Professor Suzanne Jones was read and distributed to Faculty Council representatives. If you have any additional questions regarding this or if you'd like to see the report, please contact your Faculty Council representative.
 - President Roger Ward reported that adjunct faculty did not receive the same stipend that part-time staff received in August. This was due to an issue with figuring out the number of hours and with wages being on par with (or substantially significant to) other colleges in the area.
 - Faculty Council representatives met with Dr. Abe Johnson to discuss faculty overloads. There was some clearing up of the idea that faculty should be able to get up to 21 hours per semester and that there was going to be more active discussion with the deans that they were not only able to get those overloads on their own campus or iCollin. Additionally, there was discussion regarding the need for changes so faculty could have access to see overloads on other campuses.

Prior Learning Assessment Report

- ◆ The PLA Review Board met on 12.2.22. The Prior Learning Assessment Report will be provided at the January CAB meeting.

CAB Business/Discussion Items

- ◆ Status of CAB Recommendations: All CAB recommendations from the November CAB meeting have been approved by leadership.
- ◆ November 18th Meeting Minutes
 - Motion to approve minutes → second → passed

Next Meeting

- ◆ Wednesday, January 11th at 1:30 pm in CHEC 107

Motion to adjourn → second → meeting adjourned at 2:31 pm