

**Curriculum Advisory Board**  
**Friday, July 19, 2024**  
**1:30 pm**  
**Zoom**  
**Meeting Minutes**

**Voting Members Present**

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

**Voting Members Absent**

Heather Rawls, Mohammed Tahiro (Proxy – Kaycee Washington), Marli White (Proxy – James Mergerson)

**Non-Voting Members Present**

Ex-Officio Members: Daphne Babcock, Gloria Hurtado-Diaz, Donna Smith, Lupita Tinnen  
Advisory Members: André Cameron, CeCe Canales, Wendy Gunderson, Sarah Monroe

**Non-Voting Members Absent**

Ex-Officio Members: Jamie Mills, Lily Quezada  
Advisory Members: none

**Others Present**

Scott Donaldson, David Malone, Bryan Russell, Karen Stepherson

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

**New Curricular Proposals**

- ◆ CE Law Enforcement Academy – Scott Donaldson
  - Award Revisions
    - Certificate Level 1 – Basic Peace Officer
      - Increase contact hours from 752 to 768.
  - Course Revisions
    - CJLE 1006, Basic Peace Officer I
      - Increase contact hours from 160 to 176.
    - CJLE 1012, Basic Peace Officer II
      - Decrease contact hours from 160 to 152.
    - CJLE 1018, Basic Peace Officer III
      - Decrease contact hours from 160 to 152.
    - CJLE 1024, Basic Peace Officer IV
      - Decrease contact hours from 160 to 152.
    - CJLE 1029, Basic Peace Officer V
      - Increase contact hours from 112 to 136.
- ◆ **CAB Discussion:**
  - Advisory member: A recommended edit was brought forward by a CAB member. On the Assessment Plan, there is no target on the assessment measure for Program Learning Outcome #3. The original target was removed, but no new target was added.
    - **CAB Recommendation:** Add assessment measure target to the third Program Learning Outcome.

- CAB member: CJLE 2047, Basic Peace Officer Stackable Advanced Tactics, was removed from the Assessment Plan Map. Was this originally part of the program and it's now being removed? Are we continuing to offer that course?
    - Proposer: The program only includes the content necessary for the Basic Peace Officer training. The Advanced Tactics course can be taken by students after they successfully complete the program. Additionally, if this course was included in the award, it would be over the 780-contact hour threshold, which means we'd need to go through the process of moving this award from Continuing Education to credit.
  - Ex Officio member: Did I understand correctly that [most of the] courses will have the State-mandated Outcome set as, "Demonstrate outcomes set forth for Texas Commission on Law Enforcement Course #1000?" If so, is that what the student sees?
    - Advisory member: They add to it in the Continuing Education (CE) courses. It's covered by the TCOLE document that was included with the proposal, which includes all the Student Learning Outcomes for the five courses in the award. Additionally, sometimes the Student Learning Outcomes may be switched to a different course in the program, depending on which instructor is teaching the course. That may be why TCOLE has them listed altogether instead of assigning them to any specific course.
  - Ex Officio member: So, students will have access to this information?
    - Advisory member: Yes.
- ◆ Motion to approve with revision to the Assessment Plan → seconded → passed

### **Expedited Proposals**

- ◆ There were no expedited proposals.

### **Informational Report**

- ◆ Music
  - MUEN 1141, *Collin Chorale*
    - Correct part of speech in course description.

### **Deans' Liaison Report – Lupita Tinnen**

#### **July 18, 2024**

- ◆ **Faculty Load Presentation – LeAnne Eaton & Cassie Peak**
  - Workday does not have a faculty load component, so they had to work with developers to create something. It's not pretty, but neither was Banner at first. It is simpler than what we have now.
  - LeAnne built a dashboard, and Deans, Associate Deans (ADs) and Directors should all have access to it right now. The Provosts do not currently have access, but will have access.
  - LeAnne rolled out the load reports on Tuesday and the ADs are now aware, but their training will come later. The ADs do not need to add the dual credit stipends. They are done automatically by section.
  - It is still a work in progress. There will be workshops coming up since it's all new. Some things will change for spring. LeAnne and Cassie will be meeting with ADs regularly this semester on reporting.

- ◆ **District-Wide Scheduling (DWS) Update – Meredith Wang**
  - The first schedule DWS is building is Fall 2025. It will be CE and credit.
  - Because of Workday permissions, all the divisions will still have permissions to edit the schedule for the first round. There will be an overlap period, but after Summer 2025, only their office will be making the edits.
  - There are some forms fed by Workday to submit cancellations and staffing edits. Once they are happy with the results, they will start testing with other ADs and Directors. They want a thorough testing before launching.
  - Some potential schedule complexities have been identified and there will be meetings with teams to find out more about those areas. They want to speak with relevant administrators and support staff for those areas.
  - There will be some best practices for being student-friendly when it comes to course cancellations. The first year out of the gate, there will not be any parameters. The DWS plan is to make it happen naturally the first time and then build best practices coming directly from their office.
  - Once the systems are ready, they will meet with division offices in November. The recommendations will be ready to share with us at that time. Trainings will start in October.
  
- ◆ **Program Coach Job Descriptions and Consistency**
  - Reporting structures are different on each campus. There are two different descriptions, because some are on grants and others are on hard money.
  - Subcommittee formed to review: Dawn Richardson, Daphne Babcock, Mike Coffman, Lupita Murillo Tinnen, and Lee Powell.
  
- ◆ **Streamline Lateral Transfer and Late Withdrawals**
  - A committee of Associate Deans are working on the forms. Dawn passed out drafts. They are having a retreat on August 12<sup>th</sup> to finalize. We need to give our feedback to Dawn by August 1<sup>st</sup>.
  - Michelle Millen mentioned they are developing a forms committee with the intention of creating electronic versions of forms. Lydia Danton is the chair of the committee. If we have someone who is deadline focused and detailed oriented, let Michelle know. We need Student and Enrollment Services (SES), Business Office, and Registrar's Office representation. The forms that touch students should be the first to be reviewed. If we have ideas for how the committee should attack this behemoth, let her know.
  
- ◆ **Equipment Damage and Consistency**
  - Video Production had a video camera damaged, and it will cost \$1600 to repair it.
  - The students sign a form stating they are responsible for the broken equipment. The Bursar's Office puts a lockdown on transcripts and registration.
  - Students need to know if they must pay for the full video repair costs or partial repairs.
  - The library loans laptops, and iCollin has microscopes they loan out. If departments have a release, we may charge the student and put them on a payment plan. Should we develop spec sheets for all the equipment? We must ensure that there is a specific amount listed, so students know how much they are expected to pay back if something happens to the equipment.
  
- ◆ **Security Concerns**
  - When we are out in public, checking work emails, accessing Workday, etc., we need to use VPNs. Do not use public open networks Wi-Fi.
  - There are several VPN apps. There are some free apps such as Proton.

- ◆ **Tracking Initiatives**
  - We will start using SharePoint to track initiatives and committees.
  - Michelle Buggs can help us get this organized on SharePoint.
  
- ◆ **Z-Space**
  - Z-space is an augmented reality system.
  - If you want a demo, contact Mike Coffman. You can come to the Tech campus for a demo. Discipline Leads are invited.
  - There are several modules including most of their workforce programs at the Tech campus. They also have Chemistry modules. They have 24 stations. Mike needs to know in advance to get the temporary licenses for the demo purposes.
  - Recommended for Sciences, but also has some art components. Kindergarten - Masters level. Mike can get a weeklong license for demo purposes.
  
- ◆ **Faculty Ranking Task Force**
  - The taskforce has been formed and they are meeting weekly led by Dr. Schumann. They need to have a recommendation by the end of August.

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

- ◆ Faculty Council has been invited to offer recommendations toward the establishment of a tiered/ranked title system for faculty. Faculty Council has sent out an email with a list of faculty representatives on the taskforce that has been created for this purpose. The taskforce is looking at all aspects of this new system from categories to definitions and qualifications for each level to processes for promotion, etc. Please reach out to one of the representatives with any input or attend the August 23<sup>rd</sup> Faculty Council meeting at 1:00 pm to engage in this discussion.

#### **Prior Learning Assessment Report – Donna Smith**

- ◆ A PLA proposal was presented for Vocational Nursing to add a PLA opportunity for VNSG 1502, *Applied Nursing Skills I*. Students would be required to submit their Medical Assisting (CMA or RMA) credential, successfully pass the departmental exam, and then successfully complete the skills demonstrations. This was approved by the PLA Review Board with the caveat of adding language at the beginning of the proposal to confirm all three components (the CMA/RMA credential, the department exam, and the skills demonstrations) are required to qualify for the Vocational Nursing PLA. The proposal will be sent to leadership for their review.
- ◆ Our next meeting will not be until November, and we will have a scheduled training before then.
- ◆ The Chair for the 2024-2025 academic year will be Megan Chambers.
- ◆ Donna Smith will continue to serve as the PLA Review Board liaison for the CAB.

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

- ◆ Status of CAB Recommendations: The April CAB recommendations for CE Medical Massage and Health Professions were approved by leadership.
- ◆ CAB Meeting Calendar (2024-2025)

- ◆ Certificate of Appreciation
  - CAB Chair
    - Thank you, Adrienne Caughfield, for your leadership as the Chair for the 2023-2024 Curriculum Advisory Board!
- ◆ May 3<sup>rd</sup> Meeting Minutes
  - Motion to approve minutes → seconded → passed

**Next Meeting**

- ◆ Wednesday, August 21<sup>st</sup> at 10:00 am in CHEC 107

Motion to adjourn → seconded → meeting adjourned at 2:18 pm