

Curriculum Advisory Board
Friday, September 15, 2023
1:30 pm
CHEC 225
Meeting Minutes

Voting Members Present

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

Voting Members Absent

Heather Rawls (Proxy – Joan Hunsaker)

Non-Voting Members Present

Ex-Officio Members: Daphne Babcock, Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Donna Smith, Lupita Tinnen

Advisory Members: André Cameron, Wendy Gunderson, Mari Lopez, Sarah Monroe

Non-Voting Members Absent

Ex-Officio Members: Jamie Mills

Advisory Members: none

Others Present

Jocelyn Alexander, David Malone, Karen Stepherson

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

New Curricular Proposals

- ◆ There were no new curricular proposals.

Expedited Proposals

- ◆ **Respiratory Care**
 - Course Revisions
 - RSPT 1201, *Introduction to Respiratory Care*
 - Prerequisite, corequisites, and major requirement removed.
 - Footnote added to AAS – Respiratory Care.
 - RSPT 1213, *Respiratory Care Pharmacology*
 - Revise State-mandated Student Learning Outcome.
 - RSPT 1237, *Basic Dysrhythmia Interpretation*
 - Revise State-mandated Student Learning Outcome.
 - RSPT 2130, *Respiratory Care Examination Preparation*
 - Revise State-mandated Student Learning Outcomes.
 - RSPT 2353, *Respiratory Care Pharmacology*
 - Revise State-mandated Student Learning Outcome.
- ◆ Motion to approve as proposed → seconded → passed

Informational Report

- ◆ Business Field of Study
 - Directed Electives
 - The Directed Electives submitted by general academic institutions were updated.

- ◆ Criminal Justice Field of Study
 - Directed Electives
 - The Directed Electives submitted by general academic institutions were updated.

Deans' Liaison Report – Daphne Babcock

- ◆ The Faculty Load Handbook is being finalized and will be available soon.
- ◆ The Dual Credit Process and Stipend is being evaluated, which may increase questions and discussions.
- ◆ Faculty who teach in-person classes need to adhere to the scheduled class times and not have alternate schedules. In-person faculty are to be present for class time or that is considered an absence.
- ◆ Work is being done to the Multi-Year Contract (MYC) packet to make it electronic and to ensure the structure is programmed properly. For 2023-24, the packets will be printed and electronic. Faculty must still sign to give the Council on Excellence (CoE) approval to review the packet.
- ◆ The Program Life Cycle is being discussed in a series of meetings to look at the process for new programs and what should be included with that proposal. The process will also look at sunseting programs that have fewer than 20 completers as noted by the THECB. These sessions will include presentations and case scenarios to enhance everyone's understanding of the process. With changes pending in how the State is going to provide funding to colleges, this will be important to focus on completion and "credentials of value".
- ◆ Generally, Professional Development Funds are not available for Adjuncts except in special situations.

Faculty Council Report – Anna Genneken

- ◆ Task Forces are still looking for members. You do not need to be a Faculty Council member to be on the task force. Categories include Dean of Students, Gradebook, Dual Credit, Workforce, Student Evaluations, Large Group Instruction, and Office Hours. The survey link doesn't work anymore, so e-mail Kimberly Harris to volunteer.
- ◆ Faculty Council is starting a Faculty Newsletter for, and by, the faculty to celebrate accomplishments. One section will include little-known facts and tips.
- ◆ Feedback is requested on the following items:
 - Syllabus Landing Page (e-mail sent),
 - CO-AID AI guidelines (e-mail sent),
 - CO-AID AI – Collin Online Academic Integrity Defensive (CO-AID) committee on Artificial Intelligence
 - Faculty Pay Schedule (when and at what percentage, which is especially important for express courses and summer semesters),
 - Academic Freedom issues with some deans picking textbooks without faculty involvement, and
 - Adding Stop the Bleed kits to every room based on the CRASE (Civilian Response to Active Shooter Events) training at the fall faculty development conference.

Prior Learning Assessment Report – Donna Smith

- ◆ The PLA proposals for *Health Professions – Certified Nurse Aide (CNA)* and *HVAC* approved at the PLA Review Board's July meeting were reviewed by leadership in August. Questions were brought up regarding HVAC's score requirements for the written exam and the skills demonstration, which were addressed by the academic department after the meeting. Additionally, HVAC was requested by leadership to monitor how students do on both components of the PLA assessment and to identify which topics these students struggle with the most (if any).
- ◆ Both proposals were approved by leadership and have been posted to the PLA webpage.

CAB Business/Discussion Items

- ◆ Evaluation of Low-producing Programs:
- ◆ CAB Discussion:
 - If a program is underperforming and a faculty member isn't credentialed to teach in another area, how is that faculty member able to make their teaching load?
 - We have a couple of programs that have a director that teaches more than directing, but typically, a program is supposed to have at least one full-time faculty member. In the future as we start looking more at these programs, we may have some instances where these faculty members cannot be absorbed into other programs, because they are not credentialed in other areas, and that's where we may foresee challenges.
 - Do Fields of Study fall under this or are they exempt?
 - A Field of Study (FoS) is not a workforce program; it's an academic program that's set by the State. If there's an FoS that's not getting a lot of graduates, we can't change the curriculum. Currently, we don't offer all of the Fields of Study that are available, and part of that is because there are some Fields of Study that we don't have a need to offer, especially if we don't offer courses at Collin College within that discipline. These programs are not looked at the same way, because many of the students pursuing a Field of Study program are planning to transfer.
 - If the faculty member makes an appeal and can't be absorbed into another program, would the CAB essentially be firing them?
 - The CAB would only be making a recommendation based on the dean's proposal and the faculty member's counter proposal. We wouldn't be making the final decision.
- ◆ August 16th Meeting Minutes
 - Motion to approve minutes with correction to meeting time → seconded → passed

Next Meeting

- ◆ Friday, October 20th at 1:30 pm in CHEC 225

Motion to adjourn → seconded → meeting adjourned at 1:58 pm