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2025-2026

# Welcome to CAB!

# CAB Agenda for Orientation/Training



## Welcome



## Introductions



## CAB Overview

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## Resources

# CAB Membership

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- 25 Voting Members - Faculty
  - 14 from Transfer/Developmental Education Disciplines
    - One each from nine Foundational Component Areas of core curriculum
    - One representative from Developmental Education
    - One representative from non-core Transfer disciplines
    - Three at-large representatives from Transfer disciplines (*for campus coverage*)
  - 11 from Workforce Disciplines
    - One representative from Nursing division
    - Two representatives from Health Sciences division
    - One representative from Workforce programs at Frisco campus
    - One representative from Workforce programs at Allen Technical campus
    - One representative from Baccalaureate programs
    - Five at-large representatives from Workforce disciplines (*for campus coverage*)
- Voting members - serve as liaisons to their academic departments, divisions, (including the Dean and the faculty), and campus. More importantly, each of you serves as liaison to the entire faculty of Collin College.

# CAB Membership (Cont'd)

- 3-year commitment, including summer (1 year = 1 academic year)
- Absences should be very limited. If you need to miss, please notify:
  - **the CAB Chair** **AND** **the Curriculum Office**  
[cmillard@collin.edu](mailto:cmillard@collin.edu) [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu)
- Attendance is important and expected.
  - CAB voting members are needed to make quorum.
    - If you're unable to attend, please contact another CAB member to ask them to proxy for you.
  - A proxy counts toward the quorum vote.
    - For a proxy to be valid, the proxy must contain your vote, questions, and concerns.
    - Send proxies to [cmillard@collin.edu](mailto:cmillard@collin.edu) and [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu) and copy the proxy on the e-mail.
  - To vote, a quorum of at least two-thirds of voting members must be present (from August to May), and a two-thirds majority vote of the quorum must be reached for a proposal to pass.

## CAB Membership (Cont'd)

- CAB Chair – formally guides the meetings (*selected by voting members*)
- CAB Chair-Elect – in training to be Chair and leads meetings when the Chair is absent (*selected by voting members*)
- Faculty Council Liaison – gives report of discussions from the most recent Faculty Council meetings (*usually a volunteer voting member*)
- Ex officio (i.e. non-voting members)
  - Liaisons from Academic/Workforce Deans
  - Liaison from Student Enrollment Services (SES)
  - Liaison from Institutional Research Office (IRO)
  - Liaison from District Wide Scheduling (DWS)
  - Liaison from Prior Learning Assessment (PLA) Review Board

# Our Charge

- The Curriculum Advisory Board (CAB) is charged with:
  - Reviewing all changes in curricula or catalog listings, including the addition of new courses and programs, and
  - Making recommendations to the designated Academic Officer in accordance with the policies of the Collin College Board of Trustees, the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the US Department of Education.
  - Further, the CAB is charged with providing a faculty-driven forum to address college-wide issues through a curricular perspective in agreement with Board Policy EFA (LOCAL).

# What We Do

All members of the CAB shall review each course / program proposal to verify the following:

- The course / program is consistent with the mission and strategic plan of Collin College.
- The course / program is relevant to its degree / certificate awards.
- The course / program is not a duplication of other courses / programs offered at Collin College.
- The course / program title seems appropriate.

## What We Do (Cont'd)

All members of the CAB shall review each course / program proposal to verify the following:

- The course / program includes measurable student learning outcomes.
- The program includes the necessary courses to satisfy any technical and general education curriculum requirements of all approving bodies.
- The course / program has sufficient resources and commitment to support the proposal.



## What We Do (Cont'd)

All members of the CAB shall review each course / program proposal to verify the following:

- The course title leads with wording from the Academic Course Guide Manual (ACGM) for academic transfer courses or wording from the Workforce Education Course Manual (WECM) for technical workforce courses.
- The course description is appropriate and includes all the THECB-approved, and any other necessary, information (prerequisites, lab hours, etc.).
- The course is compliant with common course numbering, accuracy of approval numbers, and other administrative details consistent with the guidelines of the THECB, the SACSCOC, and the US Department of Education.

# When Programs Come to Us



## To Propose Something New:

Examples:

new programs, adopting a field of study, workforce awards, courses (including Special Topics and Local Needs), etc.



## To Propose Revisions:

Examples:

adding/revising/removing courses in awards, increasing/decreasing credit hours, rearranging course sequencing, updating Marketable Skills, updating Assessment Plan, etc.



## To Propose an End to Something:

Examples:

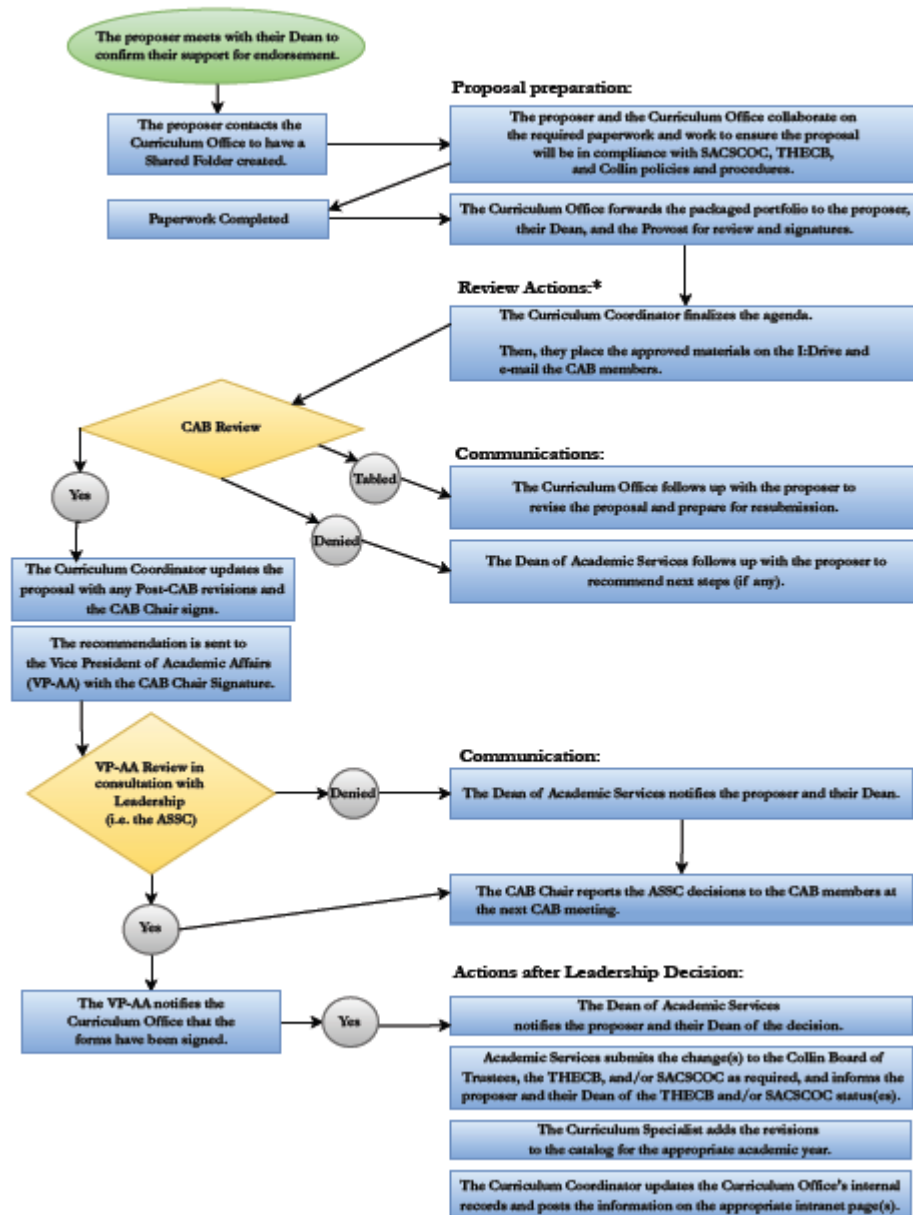
program closure, award deactivation, course terminations

# Curriculum Flow Chart



Academic  
Services

## Curriculum Flow Chart for Existing Programs



# CAB Documents

- Agenda
- Formal Proposals
  - Example: **Certificate Level 1 – Financial Services**
    - Blue = Add
    - Green = Change
    - ~~Red Strikethrough~~ = Remove
- Expedited Report (includes all Expedited Proposals)
- Informational Report (non-voting items)
- Meeting Minutes from the previous meeting

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# Sample Syllabus

## COLLIN COLLEGE COURSE SYLLABUS

### Course Information

**Course Number:** ITNW 2375

**Course Title:** ~~VMware vSphere~~ Virtualization: Installation, Configuration, and Management

**Course Description:** A study of Virtualization in computer network technology. The course covers the installation, configuration, and management of a **virtualization component for the creation of virtual machines and a server management component that allows the management of virtual machines.** ~~and VMware vSphere, which consists of VMware vSphere ESXi and VMware vCenter Server.~~ Lab required.

**Course Credit Hours:** 3

Weekly Lecture Hours: 2

Weekly Lab Hours: 3

**Prerequisite:** ITCC 1344, or ITNW 1354, or ITSC 1316, or consent of Associate Dean/Director

**Student Learning Outcomes:** Upon successful completion of this course, students will:

1. Install and configure **a virtualization component for the creation of virtual machines.**  
~~ESXi.~~
2. Install and configure **a server management component that allows the management of virtual machines.** ~~vCenter Server components.~~

# Mama, Where Do Courses Come From?



UDCM

WECM

ACGM

## Other Considerations (2024-2025)

- Proposals should be submitted in a timely manner to better prepare for the following scenarios.
  - There is a large influx of proposals submitted to the Curriculum Office, so additional time is needed to process the proposal.
  - There is an unknown error in the proposal that – if checked carefully – can be found before it's submitted to CAB.
  - The proposal is not approved, or is tabled, by either CAB or leadership.
  - The proposal requires a prospectus, because:
    - More than 25% of any award is comprised of new material.
    - The length of any award changes by more than one semester.
- Presentations should (ideally) be no more than 10 minutes in length and should be prepared with the same care as the proposal itself.
- CAB members may ask questions about any aspect of the program, regardless of what revisions are included in the proposal.



# Other Considerations (2025-2026)

- Programs should review their catalog program description each year.
  - Programs can include any recommended revisions to the description in their CAB proposal.
  - Programs that do not plan to come through the CAB can still send in revisions to their catalog program description if *it is received by the deadline*.
- Programs should communicate proposed revisions with all involved parties (faculty, advisory committee, academic/workforce dean, other impacted programs, etc.) before submitting any paperwork to the Curriculum Office.
  - Advisory Committee Meeting Minutes will now be requested when putting together a CAB proposal.
- CAB documentation must be submitted to the Curriculum Office by **December 12, 2025** to be considered for inclusion in the 2026-2027 catalog. Next year, the deadline for inclusion in the 2027-2028 catalog will be **September 30, 2026**.
  - For a time, we may see proposals come through for both Fall 2026 and Fall 2027 implementation.

# Accessing CAB Documents

- The Curriculum Office will e-mail the agenda and other related meeting documents to members about one week before the CAB session.
  - Contact the Help Desk if you need updated Adobe Acrobat Pro software to open the documents.

# Accessing the CAB Intranet Page

- Log into CougarWeb.
- In the Search Bar, type in CAB.
  - In the search results, click on Curriculum Advisory Board.
- Click the star in the top right-hand corner to add the CAB intranet page to your Shortcuts.

# Resources

- [Career and Technical Education \(CTE\) Guidelines](#)
  - *formerly known as GIPWE*
- Academic Course Guide Manual ([ACGM](#))
- Workforce Education Course Manual ([WECM](#))
- Upper Division Course Manual ([UDCM](#))
- [Curriculum Office Intranet Page](#)
- [Curriculum Advisory Board Canvas Course](#)
  - Quick Guide for Programs and Awards
  - Key Information and Resources for CAB Members
  - Training Modules