



CURRICULUM ADVISORY BOARD  
OPERATIONAL PROCEDURES AND GUIDELINES

I. The 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 (USED). Further, the CAB is charged with providing a faculty-driven forum to address college-wide issues through a curricular perspective.

II. Membership

- A. The CAB is comprised of representatives from the full-time faculty who are appointed by their deans to serve three-year rotating terms. In addition, the following ex officio positions will serve a three-year term as liaisons for their areas:
- An Academic and a Workforce dean will serve as Deans' Liaisons.
  - A Student Enrollment Services Liaison
  - An Institutional Research Office Liaison
  - An Academic Partnerships Liaison

B. Selection

Appointments of faculty members are made by the district discipline deans.

The academic and workforce deans serving as the Deans' Liaisons shall be appointed by the Chief Academic Officer.

The student enrollment services staff member serving as the Student Enrollment Services Liaison will be appointed by the Vice President of Student and Enrollment Services.

The institutional research staff member serving as the Institutional Research Office Liaison will be appointed by the Associate Vice President of Institutional Research.

Annually, the following officer positions shall be nominated from the floor by the faculty members, followed by a vote:

- the Chair
- a Chair-Elect
- a Faculty Council Representative selected from the CAB to attend Faculty Council meetings

C. Succession

If the Chair is unable to attend a CAB function or otherwise serve as Chair, the Chair-Elect shall replace the Chair until the return of the elected Chair or the next Chair election. The Chair-Elect shall also serve as "chair-in-training" during the spring. All officers will transition at the conclusion of the spring term.

In recognition of the vital communication role of the Deans' Liaisons, if the Liaisons are unavailable for CAB business, the function of the Deans' Liaisons shall temporarily transfer to the CAB Chair.



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If the Faculty Council Representative is unable to attend either a CAB meeting or the next scheduled meeting of his or her external group, then the Representative shall arrange for another CAB member to temporarily serve as liaison in his or her place and assume all reporting obligations.

D. Representation

CAB members are appointed to provide representation of academic non-core disciplines, workforce programs, the Developmental Education division, and every academic component of the Texas Core.

The following will enable all full-time faculty to be eligible to participate on the CAB:

- One representative from each Associate Dean of Academic Affairs
- One representative from the group of Discipline Directors
- One representative from Developmental Education

It is the goal of the CAB to have equitable representation of every academic campus. Deans responsible for filling CAB vacancies in specific areas should consult together to appoint an appropriate faculty person, considering factors such as course load, other committee assignments, curriculum development experience, and interest.

E. Length of Term

Any full-time faculty member is eligible to serve a three-year term on the committee. One year served equates to one academic year, including summer term. It shall be the committee's goal to maintain a rotation that best limits turnover.

III. Duties

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 County Community College District (Collin College).
- The course / program is relevant to its degree / certificate plan.
- The course / program is not a duplication of other courses / programs offered at Collin.
- The course title leads with wording from the Academic Course Guide Manual (ACGM) if an academic transfer course or wording from the Workforce Education Course Manual (WECM) if the course is a technical workforce course.
- The course description is appropriate and includes all THECB-approved and necessary information (prerequisites, lab hours, etc.).
- The course / program includes measurable student learning outcomes.
- Compliance with common course numbering, accuracy of approval numbers, and other administrative details consistent with the guidelines of the THECB, the SACSCOC, and the USED.
- 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.
- Course Inventory enrollments will be considered to maintain a curriculum that contributes to institutional effectiveness.

Proposals with an impact beyond specific courses or programs such as decisions about the Texas Core or college-wide issues such as retention or Dual Credit will be reviewed in light of the college mission and values as the primary criteria. Any other criteria relevant to a particular proposal decision may be defined and recognized by the membership at the time the proposal is submitted to a CAB vote.



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Members will collaborate with faculty / administration to develop policy recommendations regarding curricular matters such as retention, dual credit, partnerships, etc.

CAB members will serve as liaisons to their district discipline dean and faculty to facilitate increased communications to and from the CAB.

The Deans' Liaisons will have the following duties:

- Provide support to the CAB and represent the Deans' views as appropriate.
- Regularly report CAB proceedings to the Deans, and in turn, inform the CAB of any input or feedback relevant to CAB proceedings.

The Student Enrollment Services Liaison will have the following duties:

- Initiate proposals for the good of the college.
- Provide technical support to the CAB.
- Regularly report CAB proceedings to the principle leaders and staff in Student Development, and in turn, inform the CAB of any input or feedback relevant to CAB proceedings.

The Institutional Research Office Liaison will have the following duties:

- Initiate proposals for the good of the college.
- Provide technical support to the CAB.
- Regularly report CAB proceedings to the principle leaders and staff in Institutional Research, and in turn, inform the CAB of any input or feedback relevant to CAB proceedings.

The Academic Partnerships Liaison will have the following duties:

- Initiate proposals for the good of the college.
- Provide technical support to the CAB.
- Inform the CAB of any input or feedback relevant to CAB proceedings.

#### IV. Meetings

**Meeting Dates.** The meeting schedule will be decided prior to the start of each semester.

**Meeting Absences.** More than two absences in an academic semester will be reported to the CAB Chair. The CAB Chair will work with the CAB member to determine if the time commitment required is currently untenable for the CAB member. If so, the CAB Chair will contact the member's dean to request the member be rolled off the CAB by the end of the semester, once a replacement for the potentially vacated seat is found.

**Proxy Designation.** When a CAB member will be absent from a scheduled CAB meeting, the member will make every attempt to notify the CAB Chair and CAB Coordinator prior to the meeting and appoint a proxy to vote on their behalf. This proxy vote will be effective for that meeting only. This designation will be appended to the minutes.

**Quorum.** For voting matters to take place, a quorum of fourteen members must be present; any proxy designations will count toward quorum.

**Votes.** The CAB will table, deny or recommend proposals requesting curricular actions. Only voting members will be eligible to participate in recommendation voting. A member of a specific discipline or program whose proposal is under consideration will recuse himself or herself from voting. Votes shall be decided by a two-thirds vote. Proxy designations made prior to the meeting should be specific to motion called to be counted. If a two-thirds vote is not reached, the CAB chair will meet with the initiator of the action and any assigned academic dean to discuss and possibly revise the proposal.



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Notification of Proposal Status. Proposals denied by the CAB or Academic Leadership team will be remanded to the sending dean by the CAB Chair. Recommended CAB proposals will be presented to the Executive Vice President, Vice Presidents / Provosts by the CAB Chair for action. At each CAB meeting, the CAB Chair will report the status or decision of any CAB recommendation, continuing until a decision has been made with the accompanying reasons for approval or rejection of the CAB proposal(s). The designated Academic Officer has the authority to forward the recommendation to the President for final approval or to decline the recommendation, with notification sent to the proposing dean and Coordinator of Curriculum.

The dean, committee chair, appointed program lead or Vice President responsible for a proposal will be notified of its CAB status within ten business days of the meeting at which it was an agenda item.

Minutes. Approved minutes will be posted on the Curriculum website.