

TEXAS HIGHER EDUCATION COORDINATING BOARD

Lower-Division Academic Course Guide Manual Advisory Committee
THECB Building, 1200 E. Anderson Lane
Board Room
Austin, Texas

November 15, 2013
10:00 a.m.

- I. Welcome of New and Continuing Members by Co-Chairs, Sharon Blackman and Andrew Wallace
- II. Consideration of approval of minutes from October 19, 2012 meeting
- III. Staff Report on changes to the Committee Membership (term of service and size) and Rotation Schedule
- IV. Updates from the Coordinating Board staff (SB 215 and New Rules for the Advisory Committee)
- V. Staff Report on the Texas Common Course Numbering System (TCCNS) Meeting November 10, 2013 and a Report from the TCCNS Representative
- VI. Staff Report on and discussion of the Course Descriptions and Learning Outcomes Materials from the 2012 Tuning Oversight Council for Mathematics, Business, and Information Science
- VII. Consideration of the addition to the ACGM of Course Descriptions and Learning Outcomes from the 2012 Tuning Oversight Council for Mathematics, Business, and Information Science
- VIII. Staff Report on and discussion of the Course Descriptions and Learning Outcomes from Discipline Area Faculty Work Groups for Anthropology, Art, Criminal Justice, Drama/Theater, Geology, and Humanities
- IX. Consideration of the addition of to the ACGM Course Descriptions and Learning Outcomes from Discipline Area Faculty Work Groups for Anthropology, Art, Criminal Justice, Drama/Theater, Geology, and Humanities
- X. Staff Report on and discussion of McLennan Community College's Request to Modify an Existing ACGM Course, ENGR 2308 Engineering Economics
- XI. Consideration of McLennan Community College's Request to Modify an Existing ACGM Course, ENGR 2308 Engineering Economics
- XII. Staff Report on and discussion of ACGM course offerings and enrollments

- XIII. Staff Report and discussion of permissibility of the option for three semester credit science courses for non-majors with integrated lab
- XIV. Consideration of recommendation to Coordinating Board as related to the option for three semester credit science courses for non-majors with integrated lab
- XV. Staff Report on and discussion of corrections to course information in the ACGM
- XVI. Consideration of corrections to course information in the ACGM
- XVII. Discussion of recommendation to add College Algebra (MATH 1314/1414) as a pre-requisite for Pre-Calculus (MATH 2312/2412)
- XVIII. Consideration of recommendation to add College Algebra (MATH 1314/1414) as a pre-requisite for Pre-Calculus (MATH 2312/2412)
- XIX. Discussion of dates and potential agenda items for future meetings
- XX. Adjournment

This meeting will be web-cast through the Coordinating Board's website at <http://www.thecb.state.tx.us>

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November 15, 2013
Minutes

There were 16 members, one ex officio member and one proxy present. Members attending were:

David Arreazola	Sandra Gregerson	Mary Treviño
Sharon Blackman	Trudy Hanson	Andrew Wallace
Jane Dennis	Gary Don Harkey	Melissa Weinbrenner
Michael Endy	James Kracht	
Edgar Garza	Shelby Stanfield	

Vanessa Valdez as ex officio member representing the Texas Common Course Numbering System (TCCNS) was also in attendance. Members absent were G. G. Hunt, Hasan Jamil, Marcia Little, Amanda Vasquez and Tammy Wyatt. Edgar Palacios attended as proxy for Amanda Vasquez.

THECB Staff attending were Rebecca Leslie, James Goeman, Stacey Silverman, Mary Smith, Allen Michie, Reinold Cornelius and Andrew Lofters.

Co-Chair Blackman called the meeting to order. New and returning members and guests introduced themselves. Minutes from the October 19, 2013 meeting were approved as submitted.

Co-Chair Wallace presented the member rotation schedule. New members were requested to stay for a few minutes after the meeting to determine their term of one, two or three years. The committee membership has increased to 18 members with six members rotating off the committee each year.

Stacey Silverman, Interim Assistant Commissioner, was recognized to report on rule changes for the ACGM Advisory Committee and also reminded the committee of the arrival of the new Assistant Commissioner for the Workforce, Academic Affairs and Research Division, Rex Pebbles, who is to start early December. The Committee will now report directly to the Coordinating Board rather than making recommendations to staff only.

Vanessa Valdez, TCCNS Database Site Coordinator, provided an update on activities for the numbering system. The TCCNS board met in El Paso on November 10 at the TACRAO conference. The TCCNS board discussed contracting with a private company for the maintenance of the web site for the system and voted to accept Jarvis Christian College as a new member. The TCCNS board plans to meet in the spring.

Co-Chair Wallace called on Mary Smith and Jim Nelson, a guest and chair of the Tuning Oversight Council for Mathematics, Business, and Information Systems (TOCMBI), to present the new course descriptions and learning outcomes developed by the group. Dr. Nelson recommended adoption of the TOCMBI courses with new descriptions and learning outcomes as a package. Dr. Nelson announced a change to the materials presented. The recommended pre-requisite for ACCT 2301 was changed from:

Recommended co -requisite: Math 1324 Mathematics for Business & Social Sciences or MATH 1325-Calculus for Business and Social Sciences;
to read as follows:
Recommended co -requisite: Math 1324 Mathematics for Business & Social Sciences.

James Kracht expressed some reservation about the removal of Math 1325 Business Calculus as a pre-requisite for ACCT 2301. The business calculus course was added as a prerequisite by the TOCMBI before the comment period. After the comment period in response to the great number of comments received the Business Calculus course as a pre-requisite was removed by the TOCMBI. A motion was made (Endy) and seconded (Dennis) to adopt the learning outcomes presented by the TOCMBI with the change noted above. Mary Treviño called for the question. The motion passed.

Rebecca Leslie was recognized to present the ACGM Learning Outcome Project information. The process of selection of workgroups, learning outcome development by the groups, comment period and final revision was explained. Coordinating staff working with the faculty groups were introduced-Andrew Lofters, Reinold Cornelius, and Allen Michie. Jane Dennis asked about the courses within a discipline for which learning outcomes were not developed. Rebecca explained that allocated resources and time constraints limit the number of courses reviewed. Courses revised are those most often offered and transferred and with the greatest enrollments.

Rebecca reported the revised descriptions and learning outcomes for Anthropology. There were few comments during the comment period and the comments made were not actionable. No changes were made after the comment period. Motion was made (Kracht) and seconded (Arreazola) to accept the Anthropology courses as presented. Motion passed.

Rebecca reported the courses for ARTS. Very few comments were made during the comment period and changes made by the work group after the comment period reflected suggested word changes. Motion was made (Harkey) and seconded (Endy) to accept the art courses as presented. Motion passed.

Andrew Lofters presented the courses for Criminal Justice. The only change after the comment period was to replace the words, "the study of the criminal procedure," with the words, "the study of the court system," in the description of CRIJ 1306. Motion was made (Dennis) and seconded (Gregerson) to accept the Criminal Justice courses as presented. The motion passed.

The Drama/Theater courses were presented by Rebecca. After comment the workgroup added an outcome to both Stagecraft I and II to include the collaborative nature of dramatic productions. Motion was made (Endy) and seconded (Weinbrenner) to accept the Drama courses as presented. The motion passed.

Reinold Cornelius presented the courses for Geology. The comment period was active and several outcomes were changed in response. Reinold explained motivation of the title for Environmental Geology to Environmental Science. Environmental Geology as a course in the major is taught at the upper-division but Environmental Science would be an appropriate elective for geology majors if cross-listed with ENVR 1401. Geologic Field Methods was revised by the workgroup to be a single three semester credit hour course and to be considered a lower division introductory/recruitment course for the discipline and not as an equivalent to the upper division Field Methods course often taught as a capstone course in the major. Motion was made (Dennis) and seconded (Weinbrenner) to accept the Geology courses as presented. Motion passed.

The final presenter for the learning outcomes project courses was Allen Michie, representing Humanities. Allen explained the changes made in response to comments and the workgroups request that the cross-listing of the Humanities World Culture (HUMA 2323) and General Anthropology (ANTH 2346) course be removed. Co-Chair Blackman asked if there were any comments received in regard to the cross-listing. Allen indicated there was not. Jane Dennis remarked that sometimes cross-listing created confusion. Rebecca pointed out that the Anthropology work group created separate learning outcomes for ANTH 2346. Motion was made (Dennis) and seconded (Weinbrenner) to accept the Humanities courses as presented. Motion passed.

Co-chair Blackman moved discussion to Agenda Item X, McLennan Community College's Request to Modify an Existing ACGM Course, ENGR 2308 Engineering Economics. Rebecca was recognized to explain the request and the documentation. The request was to modify the course by removing the prerequisite of Macro or Micro Economics. The documentation submitted by McLennan Community College included the request form completed by the institution and forms completed by universities supporting the change. Those universities were Lamar, Tarleton, Texas A&M-Kingsville, Texas Tech, University of Texas at Arlington, and West Texas A & M University. Also included in the request package were catalog pages from universities and a cover letter narrative about the request.

Co-chair Wallace opened the floor for discussion. Jim Nelson said there were no comments made during the comment period for the course's pre-requisites when introduced by the Tuning group. He also indicated that it was the thought of the Tuning group for Micro/Macro Economics to be part of the students' core curriculum taken prior to taking the Engineering Economics. The academic maturity of students was a concern for the Tuning group. Co-chair Blackman asked Rebecca if McLennan solicited comments from other community colleges. There were no such indications from McLennan. Co-chair Blackman pointed out that the universities were indicating the requirement is not mandated in their catalogs and while it may be a Tuning group initiative, the individual universities are not requiring the pre-requisite. Trudy Hanson pointed out comments provided by West Texas A & M faculty in regard to ABET and a capstone course that is used to fill in learning gaps the students may have in the degree curriculum. West Texas A & M engineering faculty supported the removal of the prerequisites. James Goeman added that the legislative mandates for reduction in hours for degrees and the initiative to discourage excess hours accumulation require careful attention to these kinds of issues and that prerequisites should not be added without a clear pedagogical reason.

Co-chair Blackman called for a motion (Treviño) and second (Wienbrenner). The motion passed.

Co-chair Wallace moved discussion to Agenda Item XII, ACGM course offerings and enrollments. Rebecca was recognized to explain the handout and the rules regarding the review of courses for deletion and the criteria to add a new course to the ACGM. If three or fewer community colleges offer a course rules require a review. To be added to the ACGM a courses must be transferable and applicable to major degree requirements of at five universities. A spreadsheet of all courses was provided and color coded to indicate those courses needing review and not meeting current requirements for inclusion in the ACGM.

Co-chair Wallace spoke to a strategy to take on the task of reviewing courses for consideration of deletion. Dr. Wallace reported that in preparation for today's committee meeting the co-chairs met with Rebecca and discussed breaking the committee into workgroups by broad discipline areas of STEM, Humanities/Fine Arts/Liberal Arts to review courses within those disciplines. The workgroups would then draft recommendations to bring before the committee as a whole. He said that more data would be needed and suggested that at least three years of enrollment data be made available to the committee. Rebecca also pointed out that there were variation in the data caused by how universities report their courses and that time would be needed to correctly align some courses offered at universities.

Co-chair Blackman reiterated the understanding that the data before the committee is preliminary and that more and better information would be available to the work groups on the occasion of the proposed work day in the spring.

Co-chair Blackman lead the discussion as to how the committee would break apart for workgroups. The groups agreed to were STEM, Liberal Arts/Humanities and Fine Arts.

Members volunteering for the STEM group were David Arreazola, Jane Dennis, Andrew Wallace, Mary Treviño, James Kracht, and Gary Harkey.

Members volunteering for the Humanities group were: Melissa Weinbrenner, Edgar Garza, Sandra Gregerson, Shelby Stanfield, and Trudy Hanson. Marcia Little was appointed to this group as well.

Members volunteering for the Fine Arts group were: Michael Endy, Sharon Blackman and Edgar Palacios proxy for Amanda Vasquez. Tammy Wyatt and Jamil Hasan were appointed to this group. Jane Dennis volunteered for the fine arts group but also sought clarification as to within which area Home Economics and Agriculture would fall. When it was determine Home Economics and Agriculture would be considered as STEM, Jane requested to be a part of the STEM group.

Rebecca Leslie observed that there was sometimes reluctance among faculty within a discipline to recommend courses for deletion and that perhaps mixing the groups would provide a more objective perspective in some cases. Co-chair Blackman concurred and said that there would be communication with the committee in regard to their selected groups and that after some thought individuals who wished to change groups would be provided an opportunity to do so.

Co-chair Wallace introduced Agenda Item XIII concerning the permissibility of the option for three semester credit lecture and lab composite science courses for non-major sciences.

Rebecca was recognized to provide background information. Several institutions at the faculty level and at the administrative have made inquiry about this possibility. Also the Undergraduate Education Advisory Committee (UEAC) was informed by James Goeman of the plans for this to be considered by the ACGM committee and UEAC concurred that the possibility needed exploration and wished to convey that encouragement to the ACGM committee. In the past before courses were split for learning outcomes and contact hour limitations were not specified for each component, teaching a three semester composite course was possible if institutions chose to do so. As courses are split this option is not always obvious or possible. The proposal for the committee to consider is to add language in the ACGM to indicate that the selected courses could be taught as a lecture only or as composite lecture and lab courses for three semester hours. Only non-major science courses would be considered for this option.

James Kracht asked if UEAC wanted to consider the issue or if they wanted the ACGM Committee to do so. He also asked if UEAC expressed a preference in regard to the issue. Rebecca explained that UEAC did not want to consider the issue but want the ACGM Committee to continue with their plans to explore the possibility and that UEAC did not express a preference. Melissa Wienbrenner stated that it would be very helpful for the new core with only a six hour requirement for the science component.

Co-chair Wallace recommended that this was an issue for which continued dialogue in the spring would be helpful and committee members should go back to the campuses for further discussion. James Kracht concurred with Co-chair Wallace's recommendation and raise additional concerns of lab space and integrity of the courses. James Goeman suggested that curriculum committees at campuses could provide feedback and he also ask if there was any particular data the committee would like to see in regard to the issue.

Co-chair Blackman said that data in regard to community colleges offerings maybe helpful. Sharon also said that she would like a statement to be drafted for committee members to take the discussion to their campuses. She asked Rebecca to draft the statement. Sharon suggested that discussion of the issue be done at the beginning of the spring meeting with the work session. There was discussion of a questionnaire being sent to all institutions' chief academic but Rebecca and James both discouraged this approach as it was very time consuming, fraught with procedural challenges and perhaps not as effective for the purposes at hand.

Co-chair Wallace entertained the motion to table consideration for further dialogue on campuses with faculty and administrators and continue discussion at the spring meeting. Motion was made (Dennis) and seconded (Endy). Motion passed.

Co-chair Blackman recognized Rebecca for report of needed corrections to the ACGM. Rebecca solicited input from the discipline experts to help determine resolution of problems. The first item of concern was aligning semester credit hours and contact hours for the MUAP courses. The Texas Association of Music Schools through their government liaison, Robert Henry, recommended that the semester credit hours for MUAP remain at three and the contact hours be raised to 48 hours to accommodate the course. Motion was made (Kracht) and seconded (Endy) to raise the contact hours for MUAP to 48. The motion passed.

The second item for correction was the course description for GEOL 1145/1345/1445 Oceanography by changing the description to "Survey of oceanography and related sciences," deleting reference to physical and historical geology, astronomy and meteorology. This need for change was brought forward by the Geology Learning Outcome development process. Motion was made (Weinbrenner) and seconded (Gregerson) to make to the correction. The motion passed.

The last item for correction was the deletion of ENGR 2107/2307/2407 Fundamentals of Circuit Analysis. The Tuning Group brought the courses forward in 2010 and came back the next year with another set of courses with the intent that the ENGR 2107/2307/2407 Fundamentals of Circuit Analysis be deleted. A motion was made (Harkey) and seconded (Dennis) to delete the courses.

Co-chair Blackman recognized Mary Smith who returned to the meeting with a procedural question concerning the removal of the prerequisite of Macro/Micro Economic for ENGR 2308 Engineering Economics. Mary expressed concern about the responses from the universities supporting the change for the modification requested by McLennan Community College and thought that perhaps that these were not adequate for purposes of the Voluntary Transfer Compacts. In some cases the universities did not specifically name the exact course or degree programs affected. Rebecca pointed out that the institutions made clarifying remarks in the comment area of the form. Mary asked the committee how to proceed in regard to the Voluntary Transfer Compacts. Co-chair Blackman expressed that because this is the first time such an issue has come up in regard to courses in one of the compacts that perhaps a protocol for communication between the Tuning group and the committee should be established. Sharon recommended that the committee go ahead to break for lunch and return to the issue after further perusal of the documents provided by McLennan Community College and Dr. Smith.

On reconvening after lunch Co-chair Blackman recognized a guest in the audience, Suzanne Carter, Chair of the Texas Common Course Numbering System Board and welcomed her to the meeting.

Discussion returned to the modification requested by McLennan Community College and its impact on the transfer compacts.

James Kracht said he was concerned that the committee had created a mess, but after reviewing the documents found that perhaps the mess was not large or damaging. He went on to say that it appears that some institutions signing the compacts are deviating from the plans presented in the compacts.

Trudy Hanson said the compacts were established before the new core was considered at the institutions and that now with the reduction in the core as well as reduction in hours in degrees that institutions may be responding to those changes.

Melissa Wienbrenner concurred with remarks made and pointed out that the course, ENGR 2308, is a new course and very few institutions have taught the course and very few students have taken the course.

Co-Chair Blackman summarized the discussion by saying that the committee appeared to confirm the earlier decision of approving the course modification as submitted by McLennan Community College and that the recommendation to the Tuning Council would be for the council to communicate the change to institutions participating in the compacts. The co-chairs would deliver the message to Dr. Smith at the conclusion of the committee meeting.

Co-chair Wallace called on Rebecca to provide background for Agenda item XVII, recommendation to add College Algebra, MATH 1314 as a pre-requisite for MATH 2312 Pre-Calculus. The recommendation came from the Texas Association of Academic Administrators in the Mathematical Sciences. Co-chair Wallace asked the committee members if any of their institutions offered Pre-Calculus without the pre-requisite of College Algebra. The consensus was that College Algebra is routinely and universally required as pre-requisite for Pre-Calculus. A motion was made to add College Algebra as pre-requisite to Pre-Calculus. The motion was seconded. The motion passed.

Co-chair Wallace recognized James Goeman for comment. James offered to field questions from the committee about any recent changes due to legislation. James also asked for clarification if the committee wanted a one day work session in the spring and a second day for the regular meeting or a single day for both activities. It was decided that the spring meeting would be take place on a single day which would be half work session and half full committee meeting.

The last week in March and the first week in April were chosen as possible times for the spring meeting. Rebecca will consult with chairs and do a poll of members to determine the exact date.

Co-chair Blackman then returned the meeting to general questions in regard to recent changes in legislation. Several committee members expressed concern about House Bill Five and the proposed college preparatory to be taught in high schools in partnership with institutions of higher education. Coordinating Board staff, Andrew Lofters, spoke to possible arrangements for delivery of the course material but pointed out that the Coordinating Board does not have rule making authority. James Goeman, Reinold Cornelius and Rebecca spoke to the core curriculum review process.

Gary Harkey asked about the change in legislation and rules in regard to reduction in associate degrees hours to be now at 60 hours. There is a concern that this is particularly challenging for programs that are accredited by licensing bodies including those nursing programs at 72 semester credit hours. James spoke to plans to review the associate degree programs starting with providing information and data to institutions. James also expects some workgroups to be convened. Reinold Cornelius reported that UEAC was making plans to explore the programs within the same field to bring about some consistency.

Trudy Hanson said that the average number of dual credit hours students are bringing to her institution from high school is sixteen hours and inquired about statewide trends. James said that on average the number is six semester hours and of interest also are the ever increasing enrollments. The continuing challenge is getting the dual credit students to enroll in the appropriate courses.

Gary Harkey asked about first college level courses data for momentum points funding and expressed the concern that the data was not comparable as some students coming out of developmental education may be placed in College Algebra and others in a dance class representative of a course where reading readiness was required. James said he would defer to Planning and Accountability Division for clarification and that although he had attended some meeting this was their area.

Co-chair Blackman asked about Adult Basic Education (ABE). James said he would defer to the P-16 division for their plans but that it was a challenging task for institutions. Melissa Wienbrenner asked if others thought it ironic that there was the expectation of higher education institutions to bring ABE students including students in the pipeline from high schools up to college readiness with one course taught in one year in high school.

Melissa Wienbrenner asked about a philosophy critical thinking course proposed by the Philosophy Learning Outcomes group last year. She had expected it to appear in the ACGM. Rebecca explained that although the work group recommended the course, it was expected that the process and thresholds for inclusion in the ACGM also be met. The work group did not choose to follow-up with those processes. Forms are available if another institution wishes to take up the course and substantiate the need and transferability of the course.

Co-chair Blackman asked if the Coordinating Board staff are seeing any development or inquiry about workforce education in high schools in collaboration with higher education institutions for preparing students for employment coming out of high school, especially in regards to technical and career dual credit. Andrew Lofters spoke about House Bill 842 which requires that high school students have the opportunity to complete a workforce credential in high school. The high schools and institutions of higher education are beginning to work together to develop cross walks for workforce courses taken as dual credit for a certificate credential preparing students for employment and also satisfying high school graduation requirements.

James Goeman referred the committee to Garry Tomerlin for information about the Workforce Studies.

Co -Chair Blackman summarized the action items for the spring meeting-a work session to review course enrollments and a return to consideration of the 3 semester credit hour lecture and lab non-science major option.

Co-chair Wallace thanked committee members for their participation and Coordinating Board staff, primarily Rebecca, for their work in organizing the meeting.

New members were reminded to see Rebecca to determine their term of membership.

With no other business the meeting adjourned.

Respectfully Submitted by Rebecca Leslie