

TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
February 28, 2019 10:00 a.m. – 2:30 p.m.

The webcast of this meeting is available on the CB website at the following link:

<http://www.thecb.state.tx.us/apps/Events/Broadcasts/webcast.cfm?youtube=hIzy1bRxr28>

Welcome, introductions, and call to order

The Advisory Committee convened at 10:05 a.m. Joyce Williams, Chair, called the meeting to order.

The following appointed Advisory Committee members were present:

1. Mary Adams (via telephone)
2. Joe Arrington
3. Rob Blair
4. Cynthia Casparis
5. Troy DeFrates
6. Ronda Dozier
7. Robin Garrett
8. Cynthia Griffith
9. Linda L. Head
10. Phillip Nicotera
11. D' Wayne Shaw
12. Joyce Williams

The following ex-officio members were present:

13. Frank Graves (TACE)

The following members were not present:

14. Thera Celestine
15. James Chegwidden
16. Jennifer Myers
17. Olga Valerio
18. Vernell Walker
19. Rafael Brisita (TACTE)
20. Denny Yarbrough (TACRAO)

THECB Staff present:

- Rex Peebles, Assistant Commissioner
- Garry Tomerlin, Deputy Assistant Commissioner
- Duane Hiller, Program Director

Consideration and approval of minutes from the September 20, 2018 meeting

The minutes from the September 20, 2018 meeting were reviewed. Motion to approve the minutes as published was made by Phil Nicotera and seconded by Joe Arrington. Motion passed.

Members who are serving a two-year term, which expires in April 2019, were polled to see if they would like to self-nominate for another two-year term.

Mary Adams – Yes

Rob Blair – Yes

Cynthia Casparis – Yes

James Chegwiddden – (Absent)

Troy DeFrates – Yes

Ronda Dosier – Maybe

Linda Head – Yes

D'Wayne Shaw – Yes

Olga Valerio – (Absent)

The absent members will be contacted by email to determine their willingness to serve another two years.

Public testimony on agenda items

There was no public testimony provided.

Coordinating Board update

Garry Tomerlin, Deputy Assistant Commissioner, Workforce, discussed the memo requesting WECM comments that was recently sent out, plans for new Programs of Study Advisory Committee meetings, and recent baccalaureate degree proposals. Duane Hiller reported on the status of the Upper-Division Course Manual (UDCM) on the Coordinating Board website.

Reports from professional organizations

The representatives from the professional organizations provided their updates.

- TACE – Frank Graves reported that the spring TACE conference will be held on April 16-18. Joyce Williams will present a WECM Update session, and Duane Hiller will present a WECM 101 session to introduce new members to the WECM. Due to changes in leadership, Vernon Hawkins is now the past president of TACE and will represent TACE at the WECM Advisory Committee meetings in the future.
- TACTE – In Rafael Brisita's absence, D'Wayne Shaw reported that the spring TACTE conference will be held on April 3-5. Information about Perkins V and the Transition Plan, faculty and SACSCOC, and Dual Credit will be among the topics presented.
- TACRAO – Denny Yarborough was not present.

Consideration of recommendations from the November 2, 2018 Cloud Computing Workshop

Chair Joyce Williams introduced the discussion about the Cloud Computing Workshop held November 2, 2018. Robin Garrett and Cindy Griffith presented the course revisions and new courses that were developed at the workshop. A question was raised about whether the WECM Advisory Committee could recommend Cloud Computing as a statewide Program of Study. Rob Blair suggested creating a Cloud Computing specialization to a Computer Information Systems program of study. Garry Tomerlin explained that the Program of Study Advisory Committees determine the career pathways or tracks under their program of study, so this would have to wait until the Computer Science Program of Study Advisory Committee was convened.

A motion was made by Joe Arrington and seconded by Troy DeFrates to accept the changes to the WECM courses recommended at the November 2 workshop. Motion passed.

A motion was made by Joe Arrington and seconded by Ronda Dozier to accept the new courses written at the November 2 workshop, with Coordinating Board staff being given discretion to review the course structure, rubrics and numbers. Motion passed.

A motion was made by Robin Garrett and seconded by Cindy Griffith to recommend that the Coordinating Board create a program of study in Cloud Computing under Computer Science based on the curriculum developed at the November 2 workshop. Garry Tomerlin requested an amendment to the motion that the Coordinating Board recommend to the Computer Science Program of Study to develop a Cloud Computing Program of Study based on the work done at the November 2 workshop. Amendment was accepted. Motion passed.

Consideration of recommendations from Program of Study subcommittees to archive WECM courses

Recommendations made by program of study subcommittees to revise and archive WECM courses were presented to the committee. Robin Garrett requested that in the future the outcomes of the course reviews and recommendations made by the program of study subcommittees be distributed to the members of the committee prior to the scheduled advisory committee meeting in order to give the committee members time to review them. Joyce Williams suggested that the review of the course changes be tabled until the next meeting.

Lunch

The committee took a lunch break from 11:50 a.m. to 12:20 p.m.

Discussion of Local Need Course Review and Approval Process

The local need course review and approval process will be discussed during the WECM Protocols Subcommittee report.

Reports from subcommittees for WECM Advisory Committee

a. WECM Protocols

Robin Garrett reported on two procedure documents for Local Need and Special Topics Course Review, one for non-credit courses and one for credit courses. The procedures were added to the proposed protocols manual with the recommended change of "committee" to "sub-committee".

The additional changes recommended at the last advisory committee meeting have been incorporated into the protocol manual. These included changes to the description of Local Need Course Renewals on page 12, Administrative Course Changes on page 21, and Archiving Courses on page 22. Additional recommendations and questions were submitted by Dr. Rex Peebles and brought to the committee for consideration.

On page 1, include "program and" in the sentence "...responsive to program and course needs.."

On page 3, Dr. Peebles recommended the inclusion of one (1) ex-officio representative from the Texas Community College Instructional Administrators (TCCIA) nominated by the TCCIA Board. (This recommendation will require a change in the Coordinating Board rules and will be tabled for now.)

On pages 4, 18, 20, and 24, the term "Program of Study Workshops" was changed to "Program of Study Committees." Also on page 4, the Standing Subcommittees need to be established, including the Course Revision and Archival Subcommittee, the Credit Special Topic-Local Need Review Subcommittee, the Non-Credit Special Topic and Local Need Review Subcommittee, and the Professional Development Subcommittee.

On page 9, Dr. Peebles recommended removal of the section beginning "Determination of a rubric...", which is no longer necessary since the establishment of rubrics is done in conjunction with TACRAO.

On page 11, a statement was added: "...however, it is acceptable to have only one option (i.e. only a 3 SCH option." Also, since the contact hour range table is no longer included in the protocol manual, the phrase "in the following table" should be replaced with "in the table found in the GIPWE titled *Lecture-Lab Credit/Contact Hour Combinations for SCH.*"

On page 12, in the "Special Topics Courses" section, the word "provided" was replaced by the word "available" in the sentence "The Special Topics course is available for temporary use or transitional content." In addition, the phrase "the specific content taught in each of their" was added to the sentence beginning "A College must submit...", and based on Coordinating Board staff input, the following sentence was added to the section: "The specific topic is valid for two years, and the course content must be resubmitted every two years (or converted to a Local Need course) unless a new or revised WECM course with the same course content is made available."

On page 13, in the "Local Need Courses" section, the phrase "for two years" was added to the Definition, and the following sentence was recommended to be added after that phrase: "Each year, the THECB staff will send the approved local need course list to the institution for verification of continued use/renewal."

On page 19, "Course Review – Models", Dr. Peebles asked: "Why not have one process that is responsive to needs for revision as they arise? Otherwise, the Programs of Study process should eventually handle all of these." The consensus of the committee was that the workshop models were set up to establish a process to review courses in small programs that were taught only at a few colleges and would not rise to the level of a statewide Program of Study.

On page 20, "Course Addition", and page 21, "Course Writing Process" (flowchart), Dr. Peebles asked, "Do we really need this protocol?" The consensus of the committee was that this protocol was useful in training new faculty and could be provided as information to the POS subcommittee faculty.

On page 23, the section "Administrative Course Correction" developed at the last meeting was reviewed and approved as modified.

On page 24, the "Archival" section was reviewed and approved with separation of "non-usage" and "industry relevance" from one process to two, changing the preceding wording from "one of three processes" to "one of four processes".

A motion was made by D'Wayne Shaw and seconded by Rob Blair to approve the procedures for reviewing Special Topics and Local Need courses and the changes to the protocol manual as discussed. Motion passed.

b. WECM Comments

A collection of WECM Comments received in the past year was provided to the committee for review, with the intention of establishing a subcommittee to review the comments and make recommendations to the advisory committee and the Coordinating Board staff on responses and actions to be provided. A subcommittee was formed with Rob Blair as chair, and Robin Garrett and Frank Graves serving on the committee, with Joyce Williams serving as an ex-officio member. Advisory committee members may send recommendations to Rob Blair for consideration by the subcommittee.

Future agenda items and resources required for next meeting

The Local Need and Special Topics course review process, WECM Comments, and Programs of Study recommendations will be up for consideration at our next meeting. Additional agenda items will be considered as they arise.

Timeline and future meeting dates

The next meeting will be scheduled in May or June by a Doodle Poll.

Adjournment

Chair Joyce Williams adjourned the meeting at 1:29 p.m.