State Faculty Curriculum Committee
COLORADO COMMUNITY COLLEGE SYSTEM

January 13, 2017

CCCS, 9:00 A.M., Lowry Campus, President's Conference Room, Bldg 959

Meeting Information:

SFCC 1.13.17
Friday, January 13, 2017
8:45 am | Mountain Standard Time (Denver, GMT-07:00) | 6 hrs
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Meeting Agenda

Present: Mike Anderson, NJC; Tara Bell, CCCS; Jeff Froyd, CCD; Kris Gates, PPCC; Christine Gaudinski, Aims; Jennie Gross, CCCS; Jennifer Harrell, CCA; Paula A. Hermann, Pickens; Carol Kuper, MCC; Beth Lattone, CCA; Lindsay Lewan, ACC; Gillian McKnight-Tutein, FRCC; Doug Mugge, ACC; Warren Munick, PPCC; Michael Payne, PCC; Boyd Rodman, PCC; Matthew Wilson, FRCC; Cole Sharpe, RRCC.

Present on the phone: Becky Young, LCC; Janiece Kneppe, RRCC; Jessica Edington, MCC; Clint Rothell, NJC; David Johnson, CNCC; Tammy Dorenkamp, OJC; Barb Frihauf, MCC; Kimi Kelley, OJC.

Guests: Jennifer Muha, FRCC; Yuliya Fedesenka, CCA; Don McCoy, CCD; Linda VanDoren, EGTC; Michelle Kohler, CCD; Mary Catherine Dean, CCD.

9:00 AM Approval of Prior Minutes, Boyd Rodman, PCC

Minutes were approved unanimously with no further edits.

GIS New BAS Jennifer Muha, FRCC

A new BAS in GIS (Geography Information Systems) is being proposed to further the education currently offered in the AAS degree. Topics in the degree are unique to GIS and do not overlap with GEO (Geography). Currently, there are no similar offerings at the four year institutions. This highly marketable

degree will provide instruction in the "why" behind use of technology in the field. This degree is being reviewed at the VP level and will be subject to a final review by industry in February 2017.

A reminder that 300 and 400 level courses are only allowed to be taught by the college which offers the approved BAS was made. Also, if the BAS degree ends up not being approved, the courses will be archived.

Specific to courses being reviewed today, "hyfrology" was corrected to "hydrology". It was noted that GIS 301 has a similar course at CSU, but not identical. Questions were raised about the verbs in GIS 305, under competencies #4 and #5, but the committee decided that "extend" and "automate" were appropriate verbs to use at this level and in this context. GIS 301, 305, 311, 312, 350, 410, 411, 412, and 488 were all approved pending approval of the BAS degree itself.

ABM Courses, Michael Womochil, CCCS, Barb Frihauf, MCC

A review of the program's origins and intents was provided by Michael Womochil. The program originated in 1983 and was intended to work with agriculture production and business. Additionally, coursework may be required as part of the loan process administered by the FSA. An audit in 2004 revealed some inconsistencies in delivery of content; however, this audit did not drive the revisions being proposed. ABM courses were all originally 9 credit hours, which used to align well with financial aid guidelines. Now, many students possess AAS degrees or other academic credentials and do not qualify for further aid. Finances then became a barrier to access for these classes, and the decision was made to rewrite courses into 3 credit hours apiece.

Courses have a small number of objectives, because the emphasis is on applying knowledge, not only on gaining new theory. The SFCC suggested at the previous meeting that ABM discuss these courses with MAR, ACC, and BUS prefix to address concerns about possible overlap, but the intent of the courses is to teach concepts, but not produce professionals in that specific field. The example was given that some ABM courses will teach accounting concepts, but the intent is not to formally train accountants. Notes were added from the previous versions of the course templates that the course will be customized to student needs, a reference to the master packet which provides direction for instruction in this program, and mention of the state program director.

Discussion followed on whether the ability to offer these courses needed to be limited like 300-400 level courses associated with a BAS to a specific school. However, these courses may find application in other programs, such as horticulture. Due to the involvement of the state program director and the frequent communication among instructors teaching this program, it was decided that this step was not needed.

It was requested that any remaining edits or suggestions be made at this meeting to allow coursework to be approved in time for a Fall 2017 implementation.

The SFCC made the following recommendations:

A competency should be added to all courses reflecting that the skills being learned are being applied directly to the student's own business. This will help efforts with assessment and HLC accreditation, even though specific assignments are not usually noted in CCNS.

In the course notes, a clearer statement should be added that the student's own business is being used as part of the course. The SFCC suggested "Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student."

Competencies should all be tied back to the master packet.

Long titles of courses should include "agriculture" or an appropriate abbreviation.

Relevant courses should be sent to the BUS state discipline chair for review and comparison against BTE 125, 131, and 132.

ABM 104, competency #3 should read "evaluate" instead of "explore".

ABM 106 needs an html character removed from the course description.

In closing, it was mentioned that since the courses originated in 1983 a review and update of the language on the course templates was likely appropriate. The courses were held pending the edits recommended by the SFCC.

DEH courses, Michelle Kohler, CCD

PBH (Public Health) was determined to be a disbanded prefix without a discipline chair. The courses subject to review from this prefix were edited on the SFCC's suggestions from last month to clearly show the emphasis on dental and oral health. The courses are now in line with other 300-400 level courses. DEH 455 and 489 were approved. DEH 488 was archived.

TRI courses, Yuliya Fedesenka-Cloud, CCA

The requested update in credit hours is being sought to match the actual time spent in class. TRI 104 was approved. TRI 102 was archived.

RCT prefix, Don McCoy, CCD

The new prefix, RCT (Computed Tomography) is being proposed to allow for the creation of several new CBE (Competency Based Education) courses and further future expansion of Health Science offerings. RTE prefix is running out of available course numbers and RCT would be located next to RTE in an alphabetical listing. The new prefix was approved.

Academic Affairs Presented by William Tammone, CCCS

Discussion continued on the new course templates and GT pathways review process. In the new course templates, the term "standard competencies" is replaced by "course learning outcomes". The template, which was approved by SFCC, is planned to be implemented by 201810 (Summer 2017). The database will allow the information from the new form to be entered, even though it is still based off the old course template. CTE courses being submitted on the new template will leave the sections pertinent to GT information blank. The GT competencies required by CDHE to be present in syllabi are general, and learning outcomes are specific to discipline.

The SFCC suggested that a glossary of terms might be useful, especially during the transition to the new template.

Discussion followed on timelines for review and audit, and the guidance that should be given to disciplines working on reviewing their courses – should work be submitted as it's completed, or should disciplines be held to the published deadlines as dates for review? The audit process will not apply to courses

until after their review and submission deadline. Concerns were discussed around workload for SFCC members if all disciplines submit all courses at once. However, if courses could be presented to SFCC in groups by prefix (for example, all ENG prefix courses would come through in the same month) it might make workload manageable. The impact of not allowing courses to update until their deadline arrives on assessment work in progress was also discussed.

The process will be that the discipline chair will ensure use of the new template and submit courses up for review to the most appropriate college curriculum committee. The mandatory language will be added administratively as needed if it is not present when it arrives at SFCC after the college committee approves it. It is allowed to add language into syllabi for GT courses, but it is not allowed to edit or subtract language as it exists in the templates. A template of required language will be drafted for each specific GT pathway (example, GT-MA1) to use. Starting with the March meeting, all courses reviewed by the SFCC should be on the new course templates.

Concurrent enrollment courses should not be adversely impacted by the review process, as no changes will be enforced starting in the middle of an academic year.

Discipline Chair Reminder of process for course review

The Discipline Chair then forwards the notification to the Discipline Committee for review of the proposed course and in a timely manner notifies the Academic Curriculum and Program Specialist with approval or denial, who will update the Bulletin Board with the decision.

a. The Discipline Chair will poll the members of the discipline team. Majority rule will be in effect on approval or disapproval. No response is considered a vote for approval.

b. If no objections are heard from either the discipline group, or other faculty, within that period, the Discipline Chair will notify the system office of the discipline's decision.

c. Approved courses will be reviewed by the Statewide Faculty Curriculum Committee, and then sent to the Education Services Curriculum Committee for review, for either final approval or disapproval.

d. Denied courses will be removed from the Bulletin Board and from registration.

Discussion followed on this procedure. It is the understanding of the SFCC that at the 2:2, each college gets one vote. This also applies to votes taken via email by the discipline chair. Discussion followed on whether the process should be amended to include an abstention option, and whether a lack of a vote truly reflects a vote for approval. It was agreed that discipline chairs are responsible for sending a follow-up message to discipline members who have not responded, and that the SFCC has authority to remove a discipline chair if necessary. The procedure for voting was left as is, in the absence of a history of major issues.

Gt Pathway course review timelines

New GT Pathways
Announcement from C

Gt review
Worksheet.xlsx

Bulletin Board Review, Boyd Rodman, PCC

SFCC 1.13.16.xlsx

CIS 109 was approved. Other courses use a colon in the title.

HPR 119 was approved. Competency #1 relates technology back to the EHR (electronic health record) and competency #2 was allowed to specifically mention Microsoft Office Suite as it was a strong request from industry partners that students become competent in that specific software. HPR 116 was archived.

MEE was removed as a prefix, along with MEE 100.

OSH 156, 236, 248, and 256 were approved. OSH 246 has been shown to be different from any EDU course.

OSH 155, 235, 246, and 255 were archived.

RCA 166 and 266 were returned for corrections. Topical outlines should not read like competencies.

RTE 121 was returned. This course contains revisions from the 2:2 and reflects an attempt to comply with new standards. The course description should be edited to remove competencies. The topical outline should be edited to remove competencies.

The remaining RTE courses on the bulletin board did not have discipline chair approval. No action was taken.

The remaining RCA courses, 105, 131, 155, and 156 did have discipline chair approval. 156 was withdrawn from consideration due to issues with the course description. 155 was not archived due to the withdrawal of 156, which was intended to be the replacement. RCA 105 and 131 were approved.

SCI 171 and 172 have not been revised. No action was taken.

STE 100 did not have discipline chair approval. No action was taken.

CUA 120 was held, pending revisions.

IND 206 was approved. COM prefix was contacted and had no concerns about overlap.

SUS 101 and 201 were held pending revisions.

Reminders for February meeting, Jennie Gross, CCCS

The agenda in February will be full. There are over 400 courses to be voted on for archiving. Please look at the courses which are without a discipline chair if they concern your college and advise SFCC on the value of archiving. Please send emails to Jennie on this topic.

We are sad to note that Boyd Rodman still intends to retire. The SFCC will decide on a new officer in April.

Adjournment

Boyd Rodman Adjourned the meeting at 1231.

Minutes submitted by: B. Lattone