

State Faculty Curriculum Committee
COLORADO COMMUNITY COLLEGE SYSTEM

October 13, 2017

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

Meeting Information:

SFCC 10.13.17

Friday, October 13, 2017

9:00 am | Mountain Daylight Time

Meeting number (access code): 926 346 543

Meeting password: Success2017!

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Meeting Agenda

On the phone: David Johnson (had to step out for a class but back at 12:25), Becky Young, Paula Herrmann, Kent Clements, Brittni Lorton

Missed on sign-in: Jennifer Harrell, Warren Munnick, Doug Mugge

9:00 AM Approval of Prior Minutes, Mike Anderson, NJC-Minutes approved unanimously

Moving forward, asking SFCC reps to review courses that are coming from their specific school as well as an assigned block on the BB to make for a faster and easier meeting.

We need a list of the unwritten rules in associated with use of periods, ampersand versus and, capitalizations, and used of only one verb for the CLOs.

David pointed out at 10:13 that Kent was scheduled for 15 minutes and it took an hour to get through the courses, suggestion was made to think about reality of how long it actually takes to get through items on the agenda. Mike said he would welcome help with scheduling.

9:15 AM OUT/SKB courses, Kent Clements, CMC

OUT 107-CLO #3 is successfully ok, response was yes. #6-should it say safe, comfortable day? Replace comma with and was suggested, but will leave comma. In topical outline, VIII is after VII and before another VII. Fix Roman numerals. Moved to approve with appropriate changes to the excessive capitals. **Approved**

OUT 106-**Approved**

OUT 108-**approved**

OUT 112-Questions about CLOs #6 and #11. Asked for clarification from Kent about the wording on the CLOs. Kent is ok with taking out #6. **Approved**

OUT 112-116 are the same for competencies and topical outlines but indicate which environment. Courses are all **approved**.

Archive OUT 117-**approved**

OUT 118 **approved**

OUT 119-suggestion was made that two verbs are allowed as long as it is in the same level of competency on the Bloom's, i.e. identify and select are both in knowledge. Excessive capitals in the topical outline. In CLO #5, include an and between prey habits and seasonal habits. On CLO #3, include hyphen for fly-fishing. On #7 CLO, take out the a before safe. On topical outline IV, each knot will have its own letter. **Approved**

OUT 120-On description, remove related careers and put the period after permitting. On CLO 5-two verbs, suggestion is #5 is Select appropriate gear. #6 now becomes Demonstrate techniques. On topical outline, remove excessively colons. **Approved**

OUT 122-strike students will gain out of the description. Topical outline, creeks should be lower case, Missing hyphen in fly-fishing. **Approved**

OUT 123-Needs to have topics from the description included in the topical outline. **On hold**

OUT 168-**approved**

OUT 169-**approved**

OUT 268-**approved**

OUT 269-In description-is Level 1 an industry term or should we substitute Avalanche Safety I? When you have courses that go hand-in-hand, always look at the courses together, i.e. I and II have to both be reviewed at the same time. Need a 'as well as' before communication. Take student out of the first sentence in the description. Remove colon from VIII e. **Approved**

Still on hold: 124, 125, 130, and 134.

MAT 201 and 202 got approved by SFCC but were kicked back by VPIs because of the “either or” language. Convened at the 2:2 to take out the “either or”. This potentially has effects on classes like CHE 201 and 202, PHY 201 and 202, based on when courses are approved. Changes take effect as of the SU semester. The worry is the staggering of the second class. Suggestion was made to implement MAT 201 in FA 18 and MAT 202 in SP 18. How does this affect concurrent enrollment? Banner can manage when changes occur. Approved by SFCC to accept the competencies and make 201 effective FA 18 and 202 effective SP 18. Make sure your VPIs know about this. **Approved**

9:30 AM DEA courses, Amy Reed, PPCC

Courses on hold until next month, neither Amy or Brenda Stevens could be at the meeting.

9:45 AM MAN course, AJ “Hoppy” Thomas, ACC

MAN 128-Course description has two colons, remove and substitute an and or ampersand. Topical outline, III a has a comma that needs to be removed. I take out ‘understanding’ Could III c say conflict resolution instead of dealing with conflict? Hoppy agreed. IV d, create sub-topics of the team dynamics, etc. **Approved**

MAN 200-take out colon in description, CLO #4-remove colon. On #2, take out second and third “job”. On 4 also remove excessive “job”. On #5, add es to process to create a plural. **Approved**

MAN 201-remove colon after emphasizes, capitalization of Human Resources, should this stay in? CLO #3-create two different CLOs #3 Identify the activities is one and #4 becomes Compare and contrast the major methods etc. Topical outline Ia needs workforce to be one word. Fixing capitals in topical outline. CLO #6 needs a period. **Approved**

MAN 215-CLO 1 spit between Define as one and Analyze will be CLO #2. Period on CLO #5 **Approved**

MAN 224-CLO #7 add a comma after conflict. In description, remove “the following areas of to” This course covers the development and communication of a shared vision to motivate and empower employees to manage conflict, to negotiate, and to develop teams. #7 suggestion was to add resolution after conflict. In topical outline-take out random colons and capitals. On IV, make subtopics of A and C. Clean up language III Personal, IV Leading Teams and then V is Leading the organization. **Approved**

MAN 226-CLO #1, take out colon, take out period after planning. #5 should ‘experience’ be in the CLO, suggestion was to replace with ‘and apply’ Topical outline V b-create subcategories. Remove excessive capitalizations. **Approved**

10:00 AM ANT course, Jeff Schiel, NJC

ANT 212 can be taught however it has yet to go through the GT process, they want to move it to an SC1 course, right now is still SS3. The goal is to make it a science class by FA 19. Suggestion was to keep the ANT 201 for the moment. Can teach the 212 class as a general ed class but it still has to go through the process to get GT approval. Is it

appropriate to be a gen ed? Different levels of verbs on the CLOs, has to be cleaned up. Have them also take a look at CRJ 231, need to have a conversation with CRJ.

What is the system policy of what is a gen ed class?

Students need to be removed from description, last sentence needs to be removed from the description. **On hold**

10:15 GIS course, Jennifer Muha, FRCC PENDING

Still waiting on approval.

PSY 211-on hold

SKB 153-fix CLOs to Arabic numerals. Concern was raised about SIA in the description, which turns out to be a member industry organization versus a company. Topical outline needs to be fixed. Also check with Kent about Snowsport because of the spelling in description. SKB 150 **also on hold.**

FIW 106-Archived

FIW 116-Google shows Hand Plane as one word, however industry goes both one word and two words. In description, add Covers design etc. #3CLO change to two words. #1 change to Describe. CLO #4 add wooden. Outline is verbs, very sentency versus a list. I Basic cutting; II Transferring; III Producing the working hand plane; IV Tuning and shaping your plane to a custom cutting tool. V Hand plane a board with the tool you just created. Moved to approve as amended. **Approved**

FIW 212-refernces another course in the description, student is in the description. Recommendation is to put this course on hold due to title change. #3 Speak as the verb? Also consider the topical outline should have the same number or more items than the CLOs as they should map to the competencies. **On hold**

LTN 150-Approved

PHT 112-#2 add 'from non-compliance' spell out the acronyms once and then use. In the description, "establishes the foundation of ethical behavior and decision making and discusses the consequences to violating laws and ethical principles" **Approved**

PHT 114-hyphenate hands on; on the third sentence add in 'this course includes.,,. " **Approved**

POS 111-missing a 1 on POS 11, CLO #1 add 'the early republic' clarify #7 needs a period, on the outline, formal outlining needs a b if you have an a. On #4, remove the comma and leave Media capitalized due to it being a proper concept. Should this be two separate concepts. **Sent back for clarification as there were changes that were not asked for.**

Bulletin Board Review, Mike Anderson, NJC

Academic Affairs Presented by Dr. Diane Hegeman, CCCS

Believes there could be processes that streamline our process even more so we can be consistent in the information that we give to the instructors. A style guide would be a good thing to have. SP-9-71 has to guide us. Is there a difference between the syllabi and what is on the database? The anticipated date for hiring a new President is in May. Provost position would be posted February/March so that the new president would be able to approve the new provost. Associate provost for academic affairs and Workforce development positions closed today and they are going through the wind-up process to get those positions filled.

Matthew Wilson: Asked for clarification between required and recommended topical outlines. Some programs are hesitant to rewrite their courses as they are afraid the courses will not pass CDHE. As long as we are meeting our assessment requirements for the college, we don't have to do separate GT assessment for CDHE. Are we required to do separate GT assessment?

How you assess is up to individual colleges, however those LEAP outcomes were hammered out at the 2:4 so Diane does not believe CDHE will be requiring different assessment from what was agreed upon by the individual GT disciplines. Otherwise why would you include outcomes if you were not going to measure them.

HLC visits, PCC had a successful one, FRCC just had theirs. Assessment was looked at. Clint Rothell was asking for tips on how many things get assessed in each class. As long as you show consistency in documenting the processes, each institution should be able to determine their assessment requirements.

How do we make 2:2 as productive as we possibly can? What does CDHE want? What does the system want? What do individual colleges want? More than just a GT issue. For the template-there are exceptions to the rules, but is there a way to look at double verbs and copy and paste that as an example that could be given out to the various disciplines? What can we bring for best practices? Matt said his college has a sub-committee that can expedite things that stay just at the school, such as scheduling and pre-requisites, and the CIP committee just focuses on changes that come to the SFCC.

Mike Anderson suggested that we need a GE council rep that either phones in to SFCC or comes to our committee. Scott Thompson was our rep but we have not had once since he retired. There is currently no faculty rep at GE council.

Assignments of the BB will hopefully be sent out the week before SFCC to hopefully streamline the process during the meeting.

Jim Crandall-if there are classes that they are not making changes to, do they have to be put on the new template? Minimal changes can be done by Jennie after talking with a discipline.

Adjournment

Mike Anderson Adjourned the meeting at 1:3 pm.

Minutes submitted by: Kris Gates